



Los Angeles
Department of
Water & Power

RESOLUTION NO. _____

BOARD LETTER APPROVAL

A handwritten signature in blue ink, appearing to read 'M. L. Adams', written over a horizontal line.

MARTIN L. ADAMS

General Manager and Chief Engineer

DATE: December 6, 2023

SUBJECT: Establishment of a Bereavement Leave Policy for International Brotherhood of Electrical Workers, Local 18; Management Employees Association; Association of Confidential Employees; Los Angeles Water and Power Load Dispatchers Association; Service Employees International Union, Local 721; Unrepresented Employees – Bargaining Units U and V

SUMMARY

The accompanying resolution, approved as to form and legality by the City Attorney, and the enclosed Letters of Intent (LOI), are to approve the agreements reached among LADWP and its labor partners to implement a Bereavement Leave (BL) Policy. The BL Policy, effective January 1, 2023, is a benefit that will allow LADWP employees to take paid time off due to the death of an immediate family member. BL will consist of a maximum of five (5) working days for each occurrence of a death in the employee's immediate family, the first three (3) days of which shall be with full pay and the remaining two (2) days shall be unpaid. The BL Policy is anticipated to positively affect various aspects of LADWP, including but not limited to, affording employees paid time off to mourn, promoting mental health awareness, and enhancing overall well-being for employees.

Los Angeles City Council approval is not required.

RECOMMENDATION

It is recommended that the Board of Water and Power Commissioners adopt the attached Resolution and LOIs.

FINANCIAL INFORMATION

The estimated annual value of the BL ranges from approximately \$871,521 to \$1,741,455. The actual expenditures will depend on usage levels, which will vary annually. BL will be retroactive to January 1, 2023. Employees who have already taken time off for the death of a qualified immediate family member between January 1, 2023 and the implementation of the BL benefit by LADWP may work with their respective Division to submit Time Roll Correction Authorities to correct the employee's payroll code to "BELVE" for the first three (3) days of BL taken.

BACKGROUND

LADWP historically allows employees to take time off for bereavement leave purposes, however, the time off was paid only if the employee used from their own time bank. On September 29, 2022, California Assembly Bill 1949 modified the California Family Rights Act to include BL, effective January 1, 2023, for eligible employees, which includes up to five (5) unpaid working days upon the death of a family member. In addition, the travel component was removed. The proposed BL benefit is consistent with the City of Los Angeles' BL benefit.

The meet and confer process was conducted with all of LADWP's labor partners. The benefits of the BL Policy are detailed in the enclosed LOIs between LADWP and its labor partners for the following bargaining units:

- Administrative Unit (IBEW, Local 18)
- Clerical Unit (IBEW, Local 18)
- Operating, Maintenance, and Service Unit (IBEW, Local 18)
- Professional Unit (IBEW, Local 18)
- Steam Plant and Water Supply Unit (IBEW, Local 18)
- Supervisory Blue Collar Unit (IBEW, Local 18)
- Supervisory Clerical and Administrative Unit (IBEW, Local 18)
- Supervisory Professional Unit (IBEW, Local 18)
- Supervisory Technical and Business Administration Unit (IBEW, Local 18)
- Technical Representation Unit (IBEW, Local 18)
- Management Employees Unit (MEA)
- Confidential Management Representatives Unit (ACE)
- Load Dispatchers Unit (LDA)
- Security Unit (SEIU, Local 721)
- Bargaining Units U and V (Unrepresented; no LOI)

BL is effective January 1, 2023, and will apply to LADWP employees upon their first day of employment with LADWP. Employees who are absent from work by reason of the death of an immediate family member shall, upon the approval of their immediate supervisor and/or manager, be allowed time off for a maximum of five (5) working days for each occurrence of a death in the employee's immediate family.

“Immediate family” shall be defined as indicated in the City of Los Angeles Administrative Code, Sections 4.127(a) and 4.127.1(a), as applicable, with the addition of great-grandparents. The qualifying immediate family members are as follows: father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparents, great-grandparents, grandchildren, step-parents, step-children, foster parents, foster children, a domestic partner, any relative who resided in the employee’s household, a household member (any person residing in the immediate household of the employee at the time of death), and the following relatives of an employee’s spouse or domestic partner: child, grandchild, mother, and father.

Employees requesting BL shall furnish a death certificate or other satisfactory proof of the qualifying occurrence to justify the absence. BL may be taken as a full day or in hourly increments. The first three (3) days of the BL granted above shall be with full pay and the remaining two (2) days shall be unpaid. However, an employee may substitute any compensatory time, such as vacation, floating holidays, personal business time, or accumulated overtime earned, for the unpaid BL days. BL may be taken during a period of up to 370 calendar days after the occurrence. BL days not used 370 calendar days from the date of said death shall be deemed waived and lost.

Implementation of the BL Policy will allow its employees to take time off to mourn and/or deal with their loss while being compensated. It is anticipated to benefit the LADWP and its employees in a positive manner.

ENVIRONMENTAL DETERMINATION

Determine item is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15060(c)(3). In accordance with this section, an activity is not subject to CEQA if it does not meet the definition of a project. Section 15378(b)(5) states that organizational or administrative activities that will not result in direct or indirect physical changes in the environment do not meet that definition. Therefore, the approval of the implementation of the BL Policy is not subject to CEQA.

CITY ATTORNEY

The Office of the City Attorney reviewed and approved the Resolution as to form and legality.

ATTACHMENTS

- Resolution
- Letter of Intent, International Brotherhood of Electrical Workers, Local 18
- Letter of Intent, Management Employees Association
- Letter of Intent, Association of Confidential Employees
- Letter of Intent, Los Angeles Water and Power Load Dispatchers Association
- Letter of Intent, Service Employees International Union, Local 721