

## LETTER OF INTENT

### Bereavement Leave Policy

The Parties to this Letter of Intent (LOI) are the Los Angeles Department of Water and Power (LADWP) and the Los Angeles Water and Power Dispatchers Association (LDA).

This LOI affirms the Parties' desire to implement a Bereavement Leave (BL) Policy. BL 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 death in the employee's immediate family.

The Parties hereby agree to the BL Policy, as follows:

1. **Implementation:** The LADWP will implement the BL Policy effective January 1, 2023.
2. **Program Description:** The BL Policy provides LADWP employees with a maximum of five (5) working days for each occurrence of death in the employee's immediate family. The first three (3) days of the BL granted 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.
3. **Employee Eligibility:** BL is available to LADWP employees upon their first day of employment with LADWP. Employees on probation that utilize BL will be extended pursuant to Civil Service Rules, including 5.26. Employees that utilize BL and occupy a position as part of a Civil Service Rule 5.30 training program will be extended based on the prevailing extension procedure of the 5.30 training program. A transfer from another City department that has utilized BL from the City of Los Angeles will be allowed to take BL on a pro-rated basis.
4. **Qualifying Events:** BL may be used upon the death of an immediate family member. "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. For this policy, simultaneous, multiple family deaths will be considered as one occurrence.
5. **BL Usage:** BL may be used at the employee's discretion, upon the approval of their immediate supervisor and/or manager. BL shall include the time needed to handle the funeral arrangements, attend funeral services, and mourn the loss of the


employee's immediate family member. 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. BL does not accrue, carry over, or pay out upon retirement or separation from LADWP service.

BL granted under this policy may be taken as a full day off duty or in hourly increments. BL taken as a full day off duty shall be recorded as the number of hours the employee was regularly scheduled to work and be equal to one (1) day of the five (5) day allotment for BL. Fulltime employees who take BL in hourly increments shall be allowed to take a maximum of twenty-four (24) hours of BL in-lieu of the first three (3) days granted under this policy. The remaining two (2) days of BL must be taken as a full day off duty. Management shall not unreasonably withhold permission in granting requests for the use of BL. Management should deny or modify such requests only when undue hardship to LADWP can be shown.

6. **Recording of BL:** BL usage will be coded as regular hours worked with the Time Code "RG" and status code "BELVE". The recording of BL described under this paragraph may change after LADWP implements the Workday Enterprise Resource Planning software project.
7. **Retroactive Process:** An employee who has taken BL between January 1, 2023 and the implementation of the BL by LADWP may submit a death certificate or other satisfactory proof of death and the dates that they previously took for bereavement. The Division shall submit Time Roll Correction Authorities to correct the employee's time to BELVE for the first three (3) days of BL that was taken.

This LOI shall become effective upon the Board of Water and Power Commissioners' approval of this LOI.

For the Parties:

  
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MARTIN L. ADAMS  
General Manager and Chief Engineer  
Los Angeles Department of Water and Power

  
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DAVID M. FIFE  
President  
Los Angeles Water and Power  
Dispatchers Association

Date: 11/29/23

Date: 12/1/23