

**CITY OF LOS ANGELES**  
INTRA-DEPARTMENTAL CORRESPONDENCE

DATE: April 10, 2019  
TO: All LAPL Supervisors  
FROM: Michael Bolokowicz, Personnel Director  
SUBJECT: **SICK LEAVE POLICIES**



The California legislature adopted modifications to the Labor Code. These amendments have an immediate and significant impact on our work and the advice and assistance we provide to department supervisors.

Many of the surrounding policy issues are presently under review, and will likely result in revisions to the Administrative Code and impacted MOUs. However, even before the issuance of any new policies or directives, the following general procedures should be adhered to:

1. Employees should not be requested to provide any doctor's (or other provider's) note for their first six (6) days (or 48 hours for full-time / 24 hours for half-time) of sick leave usage during a calendar year. The only exception to this is when an employee requests to use FMLA to cover any of those first 48 hours (or 24 hours), as medical documentation is required for FMLA.
2. Even after the use of the above threshold amount(s) of sick leave, use of further sick leave must be permitted for one's own care, as well as for a parent (biological, adoptive, foster, or step), spouse or domestic partner, sibling, grandparent, grandchild, or child. A doctor's note can be requested.
3. Sick leave may also be used by an employee who is (or whose child is) a victim of domestic violence, sexual assault, or stalking, in order to seek either medical attention or appropriate social services, or to obtain legal assistance or seek restraining order(s) or other legal remedy. Coding "SK" on D-Time for these purposes is appropriate.
4. Monitoring of sick leave may continue; however, no disciplinary charges or investigations of sick leave "abuse" or "excessive sick leave" use should commence without first discussing the matter with and obtaining approval of an analyst in the Human Resources Office.

If you have any questions regarding this matter, please contact the Human Resources Office at (213) 228-7430.