



Human Resources Board

City of Arts & Innovation

TO: HUMAN RESOURCES BOARD
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: MISCELLANEOUS LEAVES POLICY(II-8)

DATE: November 4, 2024

ISSUE:

Approve revisions to the Miscellaneous Leaves Policy (II-8).

RECOMMENDATION:

That the Human Resources Board approve revisions to the Miscellaneous Leaves Policy (II-8).

BACKGROUND:

The Miscellaneous Leaves Policy (II-8) was last revised in November 2012. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The Miscellaneous Leaves Policy (II-8) includes revisions to establish guidelines to ensure consistent procedures for a variety of leave types relating to victims of domestic violence crimes, voting, school visits, religious purposes, organ and bone marrow donation, and emergency volunteer in accordance with state and federal laws.

The revisions to the domestic violence victim leave section include changes to cover employees who are victims of sexual assault, stalking, crimes that cause physical or mental injury and crimes involving threat or physical injury.

In addition, the school activities leave section was updated to include language that employees may take leave for field trips, parent/teacher conferences, award ceremonies, and enrolling children in school and school plays per Labor Code Section 230.8.

Finally, the volunteer emergency duty leave was revised to grant employees who serve as volunteer firefighters, reserve peace officer or emergency rescue personnel a maximum of fourteen days per calendar year to engage in fire, law enforcement or emergency rescue training.

Furthermore, this policy also includes administrative changes to reflect process changes and to conform to a citywide format.

This policy was reviewed by City Management, the City Attorney's Office, a City-Wide Policy Committee, and if applicable sent to the respective Union for their concurrence with all policy changes.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 High Performing Government and Goal No. 5.3 – Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The policy contained within this report has been reviewed and approved by the City Attorney's Office, will be reviewed by the Human Resources Board, and a Public Hearing will be held to receive public input and build community trust.
2. **Equity** – Policies and procedures reflect the City's vision, values and culture and ensures equality for all employees.
3. **Fiscal Responsibility** – There is no funding associated with this report. However, updated policies and procedures ensure that quality services are provided to all.
4. **Innovation** – A collaborative and innovative approach was used to revise this policy to meet the City's current and changing needs while ensuring compliance with various rules and regulations.
5. **Sustainability & Resiliency** – To maintain a sustainable and resilient workforce it is important to keep all policies and procedures up-to-date to ensure equitable applicability of personnel rules.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Colene Torres, Deputy Human Resources Director

Attachments:

Miscellaneous Leaves Policy (II-8)