



COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010
(213) 738-2222 FAX (213) 637-0820

MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

June 21, 2005

To: Each Department Head

From: Michael J. Henry
Director of Personnel

Subject: **UPDATE REGARDING THE ORDERED ABSENCE POLICY**

On October 1, 2004, we issued the policy "Ordered Absence From Regular Work Location," #810, for inclusion in the Human Resources Management System Policies, Procedures and Guidelines (PPG) manual. At that time, we told you that the Coalition of County Unions had filed an unfair labor practice with the Employee Relations Commission regarding the policy. However, in March of this year, the Coalition withdrew its complaint.

A few departments have requested additional guidance regarding the handling of ordered absences; therefore, under separate cover we are providing the Personnel Officers with sample letters that can be used when initiating an action.

If you have any questions, regarding the above, please call me or your staff may contact Sandra K. Taylor, Human Resources Manager, at (213) 974-2616.

MJH:STS
SKT:SC

c: Each Supervisor
Administrative Deputies
Personnel Officers

g: PPG director's memo update OA



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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

May 27, 2005

To: Personnel Officers

From: Sandra K. Taylor *Sandra*
Human Resources Manager

Subject: **SAMPLE LETTERS FOR ORDERED ABSENCE POLICY**

Attached is a memo sent to Department Heads providing an update regarding the withdrawal of the unfair labor practice filed by the Coalition of County Unions relating to PPG #810, "Ordered Absence From Regular Work Location."

In order to provide further assistance to you in effecting an ordered absence, we have attached two sample letters for your consideration and use.

If you have any questions regarding the above, you may contact Keith Knox, Principal Analyst, at (213) 974-2300.

MJH:STS
SKT:SC

Enclosures

c: Civil Service Advocates

g: PPG P.O. memo update OA

SAMPLE ORDERED ABSENCE LETTER A

WORK LOCATION LETTERHEAD

Date

John Doe
2525 Home Drive
Los Angeles, Ca 99999

Dear Mr. Doe:

Effective immediately you are reassigned with pay to your home from your permanent position of XXXXXX with the Department of XXXXXX. During your reassignment, you shall remain available to accept assignments as needed. The reassignment will remain in effect pending the results of a departmental investigation regarding XXXXXXXXXXXX.

While on reassignment, you are on a regular 5/40 work schedule and your work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch from 12:00 p.m. During this reassignment period, you are to remain reachable by your employer during these scheduled work hours.

For the duration of this reassignment, you are prohibited from entering the grounds at 0000 Main Street, Los Angeles, California 90000. With the exception of Mary Jane, Departmental Civil Service Representative, and John Joe, Manager of Human Resources/Performance Management, you are not to contact any employee of the Department of XXXXXX. Mr. Joe can be reached at (213) 974-0000.

Very truly yours,

SAMPLE ORDERED ABSENCE LETTER B

WORK LOCATION LETTERHEAD

Date

VIA FIRST CLASS U.S. MAIL

Jane Doe
1111 Home Place
Los Angeles, Ca 99999

Dear Mrs. Doe:

This is to confirm the verbal notification given to you today, Wednesday, October 22, 2004, by John Joe, Manager, Human Resources/Performance Management, that you are reassigned with pay to your home from your position of XXXXXX with the Department of XXXXXX. This reassignment is necessary based upon information received regarding XXX. You will be notified in writing of any administrative action that may be taken regarding this matter, within thirty business days.

While on reassignment, you are on a regular 5/40 work schedule and your work hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, with one hour for lunch from 12:00 p.m. to 1:00 p.m. During this reassignment period, you are to remain reachable by your employer during these scheduled work hours.

For the duration of this reassignment, you are prohibited from entering the grounds at 0000 Main Street, Los Angeles, California 90000. With the exception of John Joe, Manager, you are not to contact any employee of the Department of XXXXXX. Mr. Joe can be reached at (213) 974-0000.

Very truly yours,