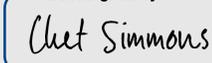


City of Los Alamitos Administrative Regulation

Regulation: 1.2	
Title: Absence From Duty – City Employees	<small>DocuSigned by:</small>  <small>040A80B8E29D4FE...</small> Chet Simmons, City Manager
Authority: City Manager	
Date: December 6, 2004	
Revised: October 20, 2025	

- 1. Purpose:** This policy establishes guidelines for scheduled and unscheduled absences from duty.
- 2. Application:** This policy applies to full-time employees of the City of Los Alamitos.
- 3. Regulation:**
 - A. Scheduled Absence from Duty**

Any scheduled absence from duty, including, but not limited to: administrative leave, vacation, compensatory time, Jury duty, or floating holiday, shall require submission of a Time Off Request through UKG and approval by the City Manager or designee. Failure to comply may result in denial of approved time off. Every effort should be made to submit the time off request at least two working days prior to actual time off. Failure to submit the request within two working days may be grounds for denial of the requested time off.
 - B. Unscheduled Absence from Duty**

Any unscheduled absence from duty, including, but not limited to, sick leave, bereavement, and family or personal emergency, shall require immediate and/or reasonable notification to the City Manager or designee. Such notification shall be made in the most expedient manner, such as by telephone or other available means. Failure to make reasonable efforts to comply with this Regulation may result in an unauthorized absence from duty.
 - C. Vacation/Time off Schedule**

At the beginning of each calendar year and prior to January 15th of that year, employees shall submit a tentative schedule of planned time off. This schedule will determine approval/disapproval of a Time Off Request. Every effort will be made to accommodate an individual employee's ability to plan for scheduled time off. Guidance on how to submit a Time Off Request through UKG is provided by the Finance Department.

D. Breaks and Lunch Period

All full-time employees are entitled to two rest periods and a lunch period. With prior approval, employees may adjust these rest/lunch periods for personal needs. Such an adjustment may not be carried over to another workday. Employees are encouraged to utilize such break/lunch periods on a regular basis. This section does not pertain to employees exempt under California Labor Code 200.

E. Time Records

Employees are required to submit appropriate and accurate Time Sheets reflecting actual time worked/taken. Such records shall be submitted on a timely basis as determined by the Finance Director. Failure to comply may result in a delay in processing an employee's payroll check. Continued failure to comply may result in disciplinary action.

F. Applicability

Sections E and F above shall apply to all full-time city employees. Part-time and temporary employees shall be governed by reasonable and appropriate standards as developed by the Finance Director.