

**CITY OF LOS ANGELES**  
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***CALCULATING COMPENSATED & UNCOMPENSATED TIME OFF  
FOR PART-TIME EMPLOYEES***

*Los Angeles Administrative Code Section 10.37 requires employers to provide at least 96 compensated hours off per year for sick leave, vacation or personal necessity at the employee's request, and an additional 80 hours of uncompensated time off for personal or immediate family illness when the compensated time off is exhausted. Use the formula below to calculate the compensated/uncompensated time off accrued. The formula assume that the part-time employees work a regularly assigned schedule. The calculation for as-needed or intermittent employees would be on the basis of hours worked.*

**COMPENSATED TIME OFF:**

Hours Worked In A Year: 52 Weeks x 40 Hours/Week = 2080 Hours

96 Hours ÷ 2080 Hours = .04615 Hours Compensated Time Off for Every Hour Scheduled to Work; or

2.769 Minutes for Every Hour Scheduled to Work

***Multiply 2.769 x the number of hours scheduled to work to calculate the number of minutes of compensated time that have been accrued. Convert minutes to an hourly figure as appropriate.***

**UNCOMPENSATED TIME OFF:**

Hours Worked In A Year: 52 Weeks x 40 Hours/Week = 2080 Hours

80 Hours ÷ 2080 Hours = .03846 Hours Uncompensated Time Off for Every Hour Scheduled to Work; or

2.308 Minutes for Every Hour Scheduled to Work

***Multiply 2.308 x the number of hours scheduled to work to calculate the number of minutes of uncompensated time that have been accrued. Convert minutes to an hourly figure as appropriate.***