



OFFICE OF THE CITY MANGER
M E M O R A N D U M

DATE: January 17, 2025

TO: All City Employees

FROM: Miguel Márquez, City Manager

SUBJECT: **Emergency Leave for Employees Affected by Wildfires and Windstorms**

The windstorm and wildfires this past week brought unprecedented destruction to our community. To those City employees who lost their homes, we know nothing can make up for your loss and for the challenges you are facing in re-establishing and rebuilding your lives. But we also know the resilience of our City staff; we know in time you will rebound and rebuild. The City, as your employer, has been working on a variety of ways to support you. Below is one more way we will provide support.

We are providing up to one pay period of paid administrative leave for employees who have lost their homes or need time away from work to address severe damage to their property and livelihood. We know this incredible disruption in your life is going to require time away from work during business hours to deal with securing basic necessities, finding temporary housing, and working with insurance companies, banks and governmental agencies.

For most full-time employees who lost their home, this means 80 hours of paid administrative leave is available to you. Part-time employees and those who have different schedules will receive an amount of paid administrative leave based on their work schedule. This paid administrative leave is available to you immediately, and can be taken intermittently, as needed. We are here to support you and your loved ones. As we continue to search for ways to support you, please share your thoughts with Human Resources.

Details of Emergency Leave

- **Eligible Employees:** Full-time, part-time, city temporary employees (CTWs) and city service workers (CSWs) whose homes have been destroyed or critically damaged by the 2025 wildfires or windstorm, or who are still under mandatory evacuation orders, or whose homes are uninhabitable due to lack of water or other basic utilities.
- **Amount of Leave:** Eligible employees may receive up to one pay period of paid administrative leave equivalent to their regularly scheduled hours (based on FTE at the time of the disaster, e.g., 80 hours for a full-time employee). The leave may be used intermittently.
- **Use of Leave:** Leave may be recorded on your timecard as needed within the next 120 days. Please enter it as **ADMIN LEAV** and include "2025 Wildfire" in the Description column to indicate it is being used as Emergency Leave.

- **Eligibility Verification:** HR will coordinate with Payroll to verify eligibility for this leave. LA County maintains a database of properties impacted by the recent disasters, including those that were destroyed and those that may have sustained significant damage. This information is cross-referenced with employee addresses as listed in the Tyler Munis system. If your address in the system is outdated, please contact HR to ensure accurate records.

Requesting Time Off:

While using this leave, employees are still required to request time off from their supervisors. We encourage supervisors to provide as much flexibility as possible to accommodate these requests during this challenging time.

Thank you for your continued dedication and resilience. The City of Pasadena stands with you, and we are committed to providing the support you need to recover, rebound, and rebuild.

If you have any questions or need assistance, please contact the Human Resources Department.