



# INTER OFFICE MEMORANDUM

**TO:** Agency Directors/Managers

**FROM:** Deanna J. Santana

**SUBJECT:** November 2, 2011 protest

**DATE:** October 28, 2011

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City Administration has been informed the Oakland protesters have scheduled a “Stop Work” action on Wednesday November 2, 2011. Service Employees International Union Local 1021 has requested all represented employees be released to either participate in the “Stop Work” action or not be required to come to work for health and safety reasons. Although, no other miscellaneous unions have approached me, this directive is applicable to them as well. After careful consideration I have decided all represented employees who want to avail themselves of the opportunity to participate shall have the following options:

- 1) Represented employees may use all accrued time available other than sick leave, i.e. Vacation Leave, Compensatory Leave, Floating Holidays, where applicable, Floating Mandatory Leave Without Pay days and Management Leave. The International Federation of Professional and Technical Engineers Local 21, International Brotherhood of Electrical Workers Local 1245 and the Deputy City Attorney V and Special Counsel Unions all have Floating Mandatory Leave Without Pay days they can use. Employees represented by SEIU do not have Floating Mandatory Leave Without Pay days. Also, for employees that have no leave balance, I have agreed to allow them to use authorized leave without pay.
- 2) If employees request to leave work early on November 2, they should be allowed to use leave as described above to leave work after 3:00 pm.

While considering leave request Department Heads and Managers must be mindful of our responsibility to still deliver services to the general public. You must maintain appropriate staffing for public safety personnel. Moving forward, with flexibility in mind, we will evaluate each request/event on a case by case basis.

If you have any questions, please contact LaWanna Preston @ 238-6466.

  
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Deanna J. Santana  
City Administrator