



INTEROFFICE MEMORANDUM

DATE: 04/07/2021

TO: Management; Supervisor, Professional, and Confidential Units

FROM: David W. Pedersen, General Manager

Subject: MOU Articles 17 & 19, Vacation

The District discussed with the Management and Supervisor, Professional, and Confidential (M & SPC) Units relief from the agreement made in April 2020 related to provisions to exceed vacation accrual limits.

The District recognizes the importance of the jobs performed by M/SPC staff during the current emergency situation and the important need for staff from the represented units to be available for work. These are truly not normal times. As such, the District is rescinding and replacing the uncapped vacation accrual limits with the following:

- Provide employees who exceeded the 311 MOU maximum hours of vacation since April 1, 2020, the option for a one-time cash out of any vacation hours in excess of the 311 MOU limit.
- Create maximum accrual of 2.5 times the individual annual accrual limit or MOU maximum, whichever is greater.
- Upon declaration that the COVID-19 emergency is over, the 311-hour accrual limit will be reinstated and the General Manager will provide 6 months from the declaration for the use of leave to reduce the employee's vacation bank to below 311 hours. After the six-month period, accruals will cease until the bank is brought below the 311-hour accrual limit.

A handwritten signature in black ink that reads "David W. Pedersen".

David W. Pedersen, General Manager