

SIDE LETTER 3

BETWEEN

THE NAPA SANITATION DISTRICT

AND

**ASSOCIATION OF MANAGEMENT AND PROFESSIONALS
OF NAPA SANITATION DISTRICT**

"Article 7. Management Leave" is hereby replaced with the following:

The Operations Services Director and Technical Services Director shall annually be entitled to an additional twelve (12) working days of management leave.

The Human Resources Officer/Clerk of the Board, Reclamation System Manager, Regulatory Compliance Manager, Senior Civil Engineer, Associate Engineer, Asset Management Analyst II, Senior Accountant and Collection System Manager shall annually be entitled to an additional nine (9) working days of management leave.

For the first year of eligibility, the amounts accrued to the employees shall be prorated based on the number of payroll periods remaining in the year.

It is the intention to move the accrual of management leave from fiscal years to calendar years, to assist in IRS regulation compliance. For fiscal years (July to June) 2014/15, 2015/16, and 2016/17, annual management leave accruals were available to the employee at the beginning of the fiscal year. For the payroll period that includes July 1, 2017, the employee will receive half (1/2) of his/her annual management leave accrual. Beginning in January 2018, and for subsequent calendar years, the employee shall receive all of his/her annual management leave in the first payroll period after the first day of the calendar year.

Management leave time may be accumulated year to year, provided, however, that no employee shall be entitled on December 15th of any year, beginning on December 15, 2017, to more than two (2) years of accumulated management leave time. If the employee has in his/her leave bank more than two (2) years of accumulated management leave time on December 15, then the following year's accrual shall be reduced so that the total amount in the management leave bank is no more than three (3) years of accrued leave once the following year's accruals are posted to the leave bank.

Prior to December 15, employees may make in writing an Irrevocable Management Leave Request for Reimbursement for management leave that will be earned the following calendar year. The written notice must be received by the Human Resources Officer, or designee, no later than December 15th of the calendar year before the calendar year in which the employee wishes to cash-out management leave to be

effective. The amount requested cannot exceed the amount of leave the employee will earn in the following calendar year. There shall be up to three (3) permissible cash-outs, at dates decided by the employee, with the last cash out date no later than the last paycheck paid in the calendar year. The notice shall indicate how many management leave hours the employee wishes to cash out the following year.

To maintain recordkeeping simplicity and compliance with IRS regulations, management leave used by the employee is used on a first in-first out basis, and management leave that is cashed out by the employee is cashed out on a last in-last out basis.

Approved and Accepted

Date: _____

Date: 11/28/16

For the District

For the Association

Kyle Brumby
