

**SIDE LETTER #4 OF AGREEMENT
BETWEEN
NAPA SANITATION DISTRICT
AND
TEAMSTERS LOCAL 315 (Rank and File and Supervisors Units)**

_____, 2018

The Napa Sanitation District, hereinafter “District” and Teamsters Local 315, hereinafter “Union” have met and agreed to modify the Memorandum of Understanding (July 1, 2014 – June 30, 2020) between the parties in the following manner:

ARTICLE 17. SICK LEAVE

Unused Sick Leave

Before ~~June~~December 1st, an employee who has accumulated over 500 hours of Sick Leave may convert a portion of their current fiscal year’s Sick Leave to Personal Leave in accordance with Article 18.

ARTICLE 18. OTHER LEAVE WITH PAY

Personal Leave

Employees who have accumulated over 500 hours of sick leave and have used less than forty-nine hours of sick leave in the current ~~fiscal~~calendar year, leave may convert up to forty-eight hours of unused sick leave to personal leave time. Employees must request conversion plan each year by notifying the District’s payroll department by ~~June~~December 1st. (While on the conversion plan, employees shall use Personal Leave or Vacation Leave for medical, dental or laboratory appointments.)

Personal Leave so earned will appear on the employee’s pay stub and be available as soon as processed by Payroll. Personal Leave may be taken in hourly increments or in total at the discretion of the department head. Any unused Personal Leave will be forfeited at the end of the payroll period containing ~~June~~December 15th.

Bereavement Leave

Any employee may be absent with pay for three (3) days due to the death of a member of the employee’s immediate family. Such bereavement leave will not be charged to vacation or sick leave and is limited to five (5) days maximum within a ~~fiscal~~calendar year. Immediate family is defined as spouse, child, foster child, mother, father, sister, brother, the corresponding step relationship, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, aunt, uncle, niece, nephew or any relative living in the employee’s household.

Implementation of 2018 Side Letter #4

For the payroll period that includes July 1, 2018, the employee will receive half (1/2) of his/her annual personal (14 hours) and bereavement (20 hours) leave accruals. Any unused personal leave at December 31, 2018 will rollover to the 2019 calendar year (one-time rollover).

Beginning in January 2019, and for subsequent calendar years, the employee shall receive all of his/her annual personal and bereavement leaves in the first payroll period after the first day of the calendar year. Personal leave accruals that are not used by December 15th of each year will be forfeited.

If the foregoing is in accordance with your understanding, please indicate your approval and acceptance in the space provided below.

Approved and Accepted

Date: _____

Date: _____

FOR THE DISTRICT

FOR THE UNION

