

**SIDE LETTER #4 OF AGREEMENT  
BETWEEN  
NAPA SANITATION DISTRICT AND  
ASSOCIATION OF MANAGEMENT PROFESSIONALS OF NAPA  
SANITATION DISTRICT (AMPNSD)**

\_\_\_\_\_, 2018

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

**ARTICLE 9. SICK LEAVE**

***Unused Sick Leave***

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

**ARTICLE 10. 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 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 December 1<sup>st</sup>. (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.

A management employee may accumulate up to twelve (12) days (ninety-six (96) hours) of personal leave so converted and carry it forward into succeeding years but is only eligible to convert additional leave in subsequent years if, on December 1 of each year, the amount of accumulated but unused personal leave has fallen below ninety-six (96) hours and the amount of the requested annual conversion will not cause the accumulated but unused personal leave to exceed ninety-six (96) hours.

***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 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. 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.

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 AMPNSD

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