

**Sick Leave Conversion  
Letter of Agreement**

**I. PARTIES**

The parties to this agreement are Marion County (hereinafter, "the County") and Marion County Juvenile Employees Association (hereinafter, "the Union").

**II. PURPOSE OF THE AGREEMENT**

The purpose of the agreement is to allow the conversion of sick leave hours to personal days.

**III. AGREEMENT**

Effective January 1, 2022, regular, full-time employees who have accumulated at least one hundred ten (110) hours of sick leave may convert a minimum of twenty-four (24) hours or equivalent to the employee's current work schedule, to three (3) personal holidays. The converted hours will only be used in full day increments, cannot be cashed out, and will not be paid out upon termination of employment. Employees are allowed to exercise this sick leave conversion option only once per calendar year, during the life of this agreement as long as they continue to meet the accumulation requirements at the time of each request. Personal days are to be taken during the calendar year in which they were converted and may not be carried forward into the following year. The personal days shall be scheduled in accordance with Article 7.

**IV. CONCLUSION**

The chief administrative officer, department head, human resources, and the designated representatives of the Union, must sign any letter of agreement to be valid. Such letters of agreement shall be attached and made part of the labor agreement. Any letters of agreement not mutually renewed prior to the adoption of this agreement or reached as a result of the process noted above shall become void and invalid. This agreement does not set precedent for either party nor can either party use this agreement to compel agreement in any future dispute or negotiation.

Any dispute over the implementation or application of this letter of agreement will be resolved by the provisions of the parties' labor agreement by the grievance and arbitration provisions.

Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2024.

Agreed this date: June 9, 2022

For the Union

  
Annamaria Macias  
MCJEA President

For the County

  
Jan Fritz  
Chief Administrative Officer



Brandon Chastain  
MCJEA Vice President



Troy Gregg  
Juvenile Department Director



Marcella Hernandez  
MCJEA Secretary



Jane Vetto  
County Legal Representative



Salvador Llerenas  
Labor and Employee Relations Manager