

**Sick Leave Conversion
Letter of Agreement**

I. PARTIES

The parties to this agreement are the Marion County Business Services Department and Marion County (hereinafter, "the County") and SEIU Local 503, OPEU/MCEA Local 294 (hereinafter, "the Union").

II. PURPOSE OF THE AGREEMENT

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

III. AGREEMENT

Effective January 1, 2021, the parties agree to allow regular employees in a 40-hour workweek schedule and who have accumulated at least one hundred ten (110) hours of sick leave to convert twenty-four (24) hours 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 schedule and accumulation requirements at the time of each request. Personal holidays 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 holidays shall be scheduled in accordance with Article 7, Section 4, Scheduling Vacations.

IV. CONCLUSION

The chief administrative officer, spokespersons, human resources, and the designated representatives of the Union, to be valid, must sign any letters of agreement. Such letters of agreement shall be attached and made part of the collective bargaining agreement. This agreement is made without precedent to either party and may not be used by either party in current or future negotiations.

Termination of agreement: unless otherwise negotiated through the bargaining process this agreement shall end June 30, 2022.

Agreed this date: May 30, 2020

For the Union



Latricia Straw (May 2, 2020)

Latricia Straw
President, MCEA/Local 294



Keith Quick (May 11, 2020)

Keith Quick
Bargaining Coordinator, SEIU Local 503, OPEU

For the County



Jan Fritz
Chief Administrative Officer



Colleen Coons-Chaffins
Business Services Director

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Melissa Unger (May 3, 2020)

Melissa Unger
Executive Director, SEIU Local 503, OPEU



Bruce Armstrong
County Legal Representative



Michelle Shelton
Chief Human Resources Officer