

MEMORANDUM

State of Alaska
Department of Administration
Division of Labor Relations

To: Mila Cosgrove, Director
Division of Personnel
All Technical Services staff
All Management Services staff

Date: November 1, 2005

From: Art Chance
Director

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Subject: Donated leave and Funeral Leave for GGU employees

I have been asked if donated leave can be used by GGU employees on funeral leave. Article 26.06 of the collective bargaining agreement provides that:

The funeral leave time will be charged first to personal leave, then to the banked sick leave or, if no leave is available, to leave without pay.

This language clearly specifies the types of leaves that may be used for funeral leave; by expressly identifying the types of leave that can be used, we exclude the use of all others, such as donated leave.

However, as a matter as State policy, we will allow an employee who has exhausted all other types of leaves and who otherwise qualifies for funeral leave, to use donated leave for funeral purposes.

Cc: All LR staff
LR web-site
APT