

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: January 30, 2006

From: Art Chance
Director

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Subject: Emergency leave and donated leave for GGU members

Article 26 of the General Government bargaining agreement allows for the use of donated leave and emergency leave under specific circumstances. However, the plain language of the agreement does not specify which type of leave should be used first when both are requested in the same pay period. The State and the Union agree that emergency leave requests should be processed before donated leave requests.

Regardless of which type of leave processes first, always make sure that all specific contractual requirements regarding leave usage are met.

Cc: All LR staff
LR web-site
APT