

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
PUBLIC EMPLOYEES LOCAL 71
representing the
LABOR, TRADES and CRAFTS UNIT

Leave Cash-In Requests; Article 19.04

24LL044

It is mutually agreed between the parties that the following terms and conditions of employment apply to all employees. No provision of the July 1, 2021 through June 30, 2024 master agreement not specifically referenced is modified by this agreement.

1. Article 19.04 (Leave Cash-In) is amended to add the following paragraph:

The parties acknowledge that employees desiring to cash-in leave pursuant to this Article are required to submit such requests directly to Payroll Services via email. The parties agree that the Employer shall not be responsible for any lost or delayed leave cash-in request, or any consequences thereof, should an employee submit the leave cash-in request by any other means.

2. Following signing by the parties, the Employer will distribute this agreement to all current employees by email to their State of Alaska email accounts. The email message in which the agreement is distributed will note the email addresses to which employees must submit their leave cash-in requests.

This agreement is effective immediately upon signing by the parties. This agreement is entered into solely to address the specific circumstances of this particular matter and does not establish any practice or precedent between the parties. This agreement shall not be referred to in any dispute, grievance, arbitration, hearing, or any other forum except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA


 for Kate Sheehan

Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

9/14/23

Date

FOR PUBLIC EMPLOYEES Local 71


Jordan Adams
Business Manager

9-14-23

Date