

LETTER OF AGREEMENT  
between the  
STATE OF ALASKA  
and the  
PUBLIC SAFETY EMPLOYEES ASSOCIATION  
representing the  
PUBLIC SAFETY OFFICERS UNIT

Change of Leave Year to January 1 to December 31

16-AA-029

It is agreed between the parties that the following terms and conditions of employment shall apply to all members of the Public Safety Employees Association, Public Safety Officers Unit. No provision of the July 1, 2014 through June 30, 2017, master agreement not specifically referenced is modified by this agreement.

1. In implementing the State's new Integrated Resource Information System's (IRIS) Human Resource & Payroll system requires that the current defined leave year of December 16 to December 15 be changed to coincide with the calendar year, January 1 to December 31. As such, articles in which the leave year is referenced are revised as follows:

**14.01.F Utilization and Disposal**

Personal leave accrued but not used shall accumulate until separation, however, at least eighty (80) hours of personal leave must be used each leave year beginning January 1 and ending December 31 of the same year except that employees exempted from 14.01 (G) of this Article must use one hundred and twenty (120) hours each full year.

**14.01.G Maximum Accumulation of Leave**

Personal leave accrued but not used shall accumulate to a maximum of one-thousand and five hundred (1,500) hours on December 31 of any calendar year. A department head may permit an employee to carry over more than one-thousand and five hundred (1,500) hours of accrued personal leave if the employee was unable to reduce his/her accrued hours because the member: (1) was required to work as a result of fire, flood, or other extensive emergency; or (2) was assigned work of a priority or critical nature of a period of time.

By June 1 of each calendar year, those employees whose personal leave balance exceeds, or could exceed by December 31, the personal leave accumulation maximum of one-thousand and five hundred (1,500) hours must submit to their supervisor for approval a plan to use personal leave to bring their balance below the accumulation maximum. If the employee fails to submit a plan, or adhere to an approved plan, the employee's division director will order the employee to take sufficient personal leave to reduce the employee's balance or potential balance on December 31 below the accumulation maximum. If the member does not take the scheduled leave, the member shall be entitled to payment for the unused portion. This payment shall be at the member's annualized hourly rate. The period of time for which payment is made will be deducted from the member's personal leave balance.

Members who have a personal leave balance that exceeds four hundred (400) hours on December 16, 2014 shall be exempt from this provision until such time as his/her personal leave balance equals four hundred (400) hours or less on January 1 of any calendar year.

**14.03 Military Leave**

A member who belongs to a reserve component of the United States Armed Forces is entitled to a leave of absence without loss of pay, time or performance rating on all days during which he is ordered to training duty, as distinguished from active duty, with troops or at field exercises, or for instruction. The leave of absence may not exceed sixteen and one-half (16 1/2) working days in any calendar period beginning January 1 and ending December 31. Any documents supporting the employee's absence will be submitted to their Employer in a timely manner.

2. Leave without pay (LWOP) incurred from December 16 through December 31 during the transition period will not impact an employee's Merit Anniversary Date (MAD) or Leave Base Date (LBD).
3. Individual Letters of Agreement will be considered on a case by case basis for employees that are negatively impacted due to the transition period.
4. This agreement is effective upon signature.

FOR THE STATE OF ALASKA:

/\*Signature on File\*/

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

Date

10/5/15

FOR PSEA:

/\*Signature on File\*/

Jake Metcalfe  
Executive Director

Date

September 29, 2015