

LETTER OF AGREEMENT  
between the  
STATE OF ALASKA  
and the  
ALASKA CORRECTIONAL OFFICERS ASSOCIATION  
representing the  
CORRECTIONAL OFFICERS UNIT

Change of Leave Year to January 1 to December 31

16-CO-039

It is agreed between the parties that the following terms and conditions of employment shall apply to all members of the Correctional Officer Bargaining Unit. No provision of the July 1, 2015 through June 30, 2018, 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 hereby revised in the collective bargaining agreement as follows (changes noted by underline and strikethrough):

**20.1 Personal Leave**

...  
B. Maximum Accumulation of Leave

1. Effective ~~December 16, 2015~~ January 1, 2016, personal leave accrued but not used shall accumulate to a maximum of 1,500 hours on ~~December 15~~ December 31 of any calendar year. A department head may permit an employee to carry over more than 1,500 hours of accrued personal leave if the employee was unable to reduce their 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 over a period of time or (3) was denied leave by their supervisor.
2. By June 1 of each calendar year, those employees whose personal leave balance exceeds, or could exceed by ~~December 15~~ December 31, the personal leave accumulation maximum of 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 15~~ December 31 below the accumulation maximum.
3. Members who have a personal leave balance that exceeds four hundred (400) hours on ~~December 16, 2015~~ January 1, 2016, shall be exempt from this provision until such time as their personal leave balance equals 400 hours or less on ~~December 16~~ January 1 of any calendar year.

