

LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
ALASKA STATE EMPLOYEES ASSOCIATION
representing the
GENERAL GOVERNMENT UNIT

Change of Leave Year to January 1 to December 31

16-GG-031

It is agreed between the parties that the following terms and conditions of employment apply to all members of the General Government Unit. No provision of the July 1, 2013 through June 30, 2016, 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:

25.01.B.1 Annual Leave

Each full-time employee shall take at least seventy-five (75) hours of annual leave during each calendar period (leave year) beginning January 1 and ending December 31 of the same year except that employees exempted from 25.01.F of this Article must use one hundred twelve and one-half (112.5) hours. Up to 37.5 hours of annual leave cashed in under 25.01.C of this Article will be applied to the employee's mandatory leave usage requirement. Seasonal employees of less than twelve (12) months duration shall be exempt from mandatory leave. Flextime credits earned in accordance with Article 22.02.F may not be used until the member has satisfied the mandatory leave usage requirements. Part-time employees shall have the mandatory leave requirement prorated based upon the number of hours the employee is regularly scheduled to work.

25.01.B.2 Annual Leave

Any employee who does not use this leave shall have the unused portion deducted from their leave account balance as of December 31.

25.01.F Maximum Accumulation of Leave

Annual leave accrued but not used shall accumulate to a maximum of 1000 hours on December 31 of any calendar year. A department head may permit an employee to carry over more than 1000 hours of accrued annual 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.

By June 1 of each calendar year, those employees whose annual leave balance exceeds, or could exceed by December 31, the annual leave accumulation maximum of 1000 hours must submit to their supervisor for approval a plan to use annual 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 annual leave to reduce the employee's balance or potential balance on December 31 below the accumulation maximum.

Members who have an annual leave balance that exceed four hundred (400) hours on December 16, 2013, shall be exempt from this provision until such time as their annual leave balance equals 400 hours or less on January 1 of any calendar year.

25.05 Nonwar Military Duty Absence and Payment

An employee who is required to report for a military physical examination is entitled to a leave of absence without loss of pay, time or performance rating. The leave of absence shall not exceed three (3) working days.

An employee who is a member of a reserve or auxiliary component of the United States Armed Forces is entitled to a leave of absence without loss of pay, time or performance rating without regard to other compensation earned

during that period on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops or at field exercises, or for instruction, or when under direct military control in the performance of a search and rescue mission. The leave of absence may not exceed sixteen and one-half (16.5) working days in any twelve (12) month period, beginning January 1 and ending December 31.

An employee on annual leave shall not go on military leave without returning to duty unless military leave is approved prior to commencement of annual leave.

25.07 Other Approved Absence

Upon application and written approval of the appointing authority, an employee may be granted a leave of absence without pay. Continuous service credit shall not accrue during the period of leave.

Except as otherwise provided above, the provisions of Personnel Memorandum 00-2 (incorporated as Appendix B), will be in effect and it is hereby incorporated by reference.

26.01(D) Maximum Accumulation of Leave

Personal leave accrued but not used shall accumulate to a maximum of 1000 hours on December 31 of any calendar year. A department head may permit an employee to carry over more than 1000 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.

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 1000 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.

Members who have a personal leave balance that exceed four hundred (400) hours on December 16, 2013, shall be exempt from this provision until such time as their personal leave balance equals 400 hours or less on January 1 of any calendar year.

26.04(C) Utilization and Disposal

At least seventy-five (75) hours of personal leave must be used each full leave year (January 1 of a calendar year through December 31 of the same calendar year) except that members exempted from 26.01.D of this Article must use one hundred twelve and one-half (112.5) hours each full leave year. Seasonal employees of less than twelve (12) months duration shall be exempt from mandatory leave. Up to 37.5 hours of personal leave cashed-in under 26.07 of this Article will be applied to the employee's mandatory leave usage requirement. Flextime credits earned in accordance with Article 22.02.F may not be used until the member has satisfied the mandatory leave usage requirement. Part-time members shall have the mandatory leave requirement prorated based upon the number of hours the member is regularly scheduled to work.

26.14 Other Approved Absences

Upon application and approval of the appointing authority, a bargaining unit member may be granted leave of absence without pay. Such leave shall not normally exceed twelve (12) continuous months. Continuous service credit shall not accrue during the period of leave. Approval of said leave of absence shall not be unreasonably withheld.

Except as otherwise provided herein, the provisions of Appendix B, Personnel Memorandum 00-2 will be in effect and it is hereby incorporated by reference.

2. All references to the leave year contained in Personnel Memorandum 00-2 (incorporated as Appendix B) shall be considered as changed to coincide with the calendar year.
3. 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).

4. Individual Letters of Agreement will be considered on a case by case basis for employees that are negatively impacted due to the transition period.
5. This agreement is effective upon signature.

FOR THE STATE OF ALASKA:

o /*Signature on File*/

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

10/15/15
Date

FOR ASEA/AFSCME Local 52:

/*Signature on File*/

Jim Duncan
Executive Director

9/15/15
Date