

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

Change of Leave Year to January 1 to December 31

16-KK-032

It is agreed between the parties that the following terms and conditions of employment apply to all members of the Confidential 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:

8.04 Utilization and Disposal

Personal leave accrued but not used shall accumulate until separation; however, at least 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 employees exempted from 8.05 of this Article must use 112.5 hours of each full year. If the employee does not take the required hours of personal leave during a twelve (12) month period, the difference between the required hours and the amount of personal leave taken will be canceled without pay unless the department or agency head certifies in writing that the employee was denied the opportunity to take the required hours of personal leave during the twelve (12) month period. It is understood that, should the employee fail to schedule the required hours of leave, the Employer may direct that the employee take the personal leave at any time to satisfy the mandatory usage requirement.

8.05 Maximum Accumulation of Leave

Personal leave accrued but not used shall accumulate to a maximum of 825 hours on December 31 of any calendar year. A department head may permit an employee to carry over more than 825 hours of accrued personal leave if the employee was unable to reduce his/her accrued hours because the member was assigned work of a priority or critical nature over a period of time.

By June 1 of each calendar year, those employees whose personal leave balances exceeds, or could exceed by December 31, the personal leave accumulation maximum of 825 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.

Employees who have a personal leave balance that exceeds 400 hours on December 16, 2013, shall be exempt from this provision until such time as his/her personal leave balance equals 400 hours or less on January 1 of any calendar year.

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*/

Leslie Kiddle
Deputy Commissioner
Department of Administration

10/5/15
Date

FOR APEA/AFT (AFL-CIO):

/*Signature on File*/

Pete Ford
Business Manager

4/1/15
Date