

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

Change of Leave Year to January 1 to December 31

16-LL-033

It is agreed between the parties that the following terms and conditions of employment apply to all members of the Labor, Trades, and Crafts Unit. No provision of the July 1, 2012 through June 30, 2015, 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:

**19.01.B Change of Accrual Rate**

Accrual rate changes will become effective the sixteenth (16th) day of the month following the pay period in which the employee completes the service requirement and becomes eligible for the higher accrual rate. The leave anniversary date must be moved one month later for each twenty-three (23) days of leave without pay in a leave year (January 1 through December 31).

**19.03 Mandatory Leave Usage**

Each employee shall use at least thirty-seven and one-half (37.5) hours of personal leave during each leave year beginning January 1 and ending December 31 of the same year. If the employee does not use at least thirty-seven and one-half (37.5) hours of personal leave during the leave year, the difference between thirty-seven and one-half (37.5) hours and the amount of personal leave used shall be canceled without pay unless the department or agency head certifies in writing that the employee was denied the opportunity to use thirty-seven and one-half (37.5) hours of personal leave during the leave year. Should circumstances cause the Employer to refuse the employee the opportunity to use the full thirty-seven and one-half (37.5) hours, any unused portion of the thirty-seven and one-half (37.5) hours mandatory leave shall be deducted from the employee's leave balance at the end of the leave year and paid at the employee's regular hourly rate. Part-time employees shall have the mandatory leave requirement prorated based upon the number of hours the employee is regularly scheduled to work.

**20.04.B Military Leave**

An employee of the State who is a member of a reserve component of the United States Armed Forces, National or Alaska Guard or Naval Militia, is entitled to a leave of absence without loss of pay, time or performance rating 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 calendar period beginning January 1 and ending December 31.

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:**

*[Handwritten signature]*  
/\*Signature on File\*/

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

10/5/15  
Date

**FOR PUBLIC EMPLOYEES Local 71:**

*[Handwritten signature]*  
/\*Signature on File\*/

Dennis Moen  
Business Manager

9/10/15  
Date