

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

Change of Leave Year to January 1 to December 31

16-SS-034

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

29.1.E Maximum Accumulation of Leave

Personal leave accrued but not used shall accumulate to a maximum of one thousand (1000) hours on December 31 of any calendar year. A department head may permit an employee to carry over more than one thousand (1000) 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 (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 15 below the accumulation maximum.

Members who have a personal leave balance that exceeds four hundred (400) hours on December 16, 2013 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.

29.5 Non-war Military Duty Absence and Payment

An employee who is a member of a reserve or auxiliary component of the United States Armed Forces or the Alaska State Defense Force 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 ½) working days in any twelve (12) month period, beginning January 1 and ending December 31.

2. All references to the leave year contained in Personnel Memorandum 00-2 (incorporated as Appendix C) 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.

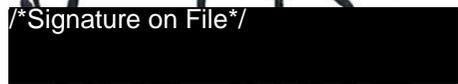
FOR THE STATE OF ALASKA:


/*Signature on File*/

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

10/5/15
Date

FOR ALEA/AFT (ALEA-CIO):


/*Signature on File*/

Pete Ford
Business Manager

10/5/15
Date