

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

(Employee Name), Mandatory Leave

LOA GG-Dept # -FY-Sequence #

It is agreed between the parties that the following terms and conditions of employment apply to (employee name), (title) with the Department of (title). No provision of the July 1, 2010 through June 30, 2013 master agreement not specifically referenced herein is modified by this agreement.

The mandatory leave usage requirement is waived for the leave year ending December 15, 20XX. Mr./Ms. (employee name) will be allowed to retain the unused portion of the (75 / 37.5) hour (annual / personal) leave usage requirement.

This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement will not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

FOR ASEA/AFSCME Local 52:

(Name)
Human Resource Manager
Department of Administration

(Name)
(Title: Business Agent, etc.)

Date

Date