

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

(Employee Name), Leave Donation

LOA SS-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.

1. Mr./Ms. (employee last name) will be allowed to receive up to 300 hours of leave donations in excess of the contractual 300 hour limit.
2. Leave hours donated to Mr./Ms. (employee last name) will be submitted to the Division of Finance, converted to donated leave hours, and posted to Mr./Ms. (employee last name)'s donated leave account in the payroll system in the manner set out in the Agreement.
3. Donations must be in amounts of no less than two (2) hours.
4. Donations received by the Division of Finance after its leave donation cutoff date shall be processed the following payroll period.
5. Once the leave has been converted, the donation cannot be withdrawn, modified or otherwise returned to the donor's leave account. Donations received and/or used do not reduce the mandatory leave usage requirement.
6. This agreement is effective upon signing and will remain in effect through June 30, 2013.

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 shall 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 APEA/AFT (AFL-CIO):

(Name)
Human Resource Manager
Department of Administration

(Name)
(Title: Field Representative, etc.)

Date

Date