

**Side Letter Agreement**  
**Between**  
**West County Wastewater District**  
**And**  
**Local One/AFSCME – Field Operations Unit**

**Article IX, Vacation**

The Union and District mutually agree to replace the existing Vacation sell-back provision in its entirety with the following:

Twice per calendar year, employees have the option to sell back to the District up to 80 hours of accumulated vacation leave. To qualify, the employee must maintain a minimum of 64 hours of accrued vacation leave at the time of the request and submit the form to payroll during the month of May and/or November. Qualified requests will be paid out on the next available payroll process.

The Union and District further mutually agree to implementation of a temporary administrative procedure regarding Maximum Accrual (part c) as follows:

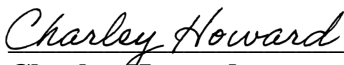
Effective April 1, 2020, the maximum vacation accrual shall be increased by 100 hours (to a total of 500) during the period of the pandemic emergency or until March 31, 2021, whichever is shorter. Thereafter, employees will have a like duration to use those excess accrued hours. Any excess hours remaining at the end of the use period will be cashed-out.

**For Local One/AFSCME  
Field Operations Unit**

**For West County Wastewater District**

  
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**Genevieve Vigil**  
**Chief Negotiator**

7/15/20  
**Date**

  
\_\_\_\_\_  
**Charley Howard**  
**Chief Negotiator**

July 14, 2020  
**Date**