

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

Section 12, Vacation

The Union and District mutually agree to replace the existing Vacation sell-back provision (paragraph d) 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 the implementation of a temporary administrative procedure regarding the vacation cap (paragraph a) as follows:

Effective April 1, 2020, the maximum vacation accrual shall be temporarily 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
Managerial Employees Unit**

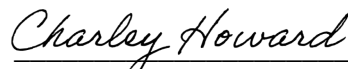


**Jeff Apkarian
Chief Negotiator**

7/14/20

Date

For West County Wastewater District



**Charley Howard
Chief Negotiator**

July 14, 2020

Date