

**Sideletter of Agreement between Mendocino County Units Representing
Mendocino County Employees**

COVID-19 Pandemic

April 7, 2020

The parties agree that emergency leave donation and emergency vacation cash-out would be of great assistance to Mendocino County employees during the COVID-19 emergency.

Emergency Leave Donation shall be subject to the following:

1. Leave donation is voluntary and shall be deposited into the COVID-19 Catastrophic Leave Bank.
2. The window for donating leave to this bank begins on March 20, 2020 through the duration of the declared emergency.
3. Eligibility - There is no waiting period, nor requirement to donate to the bank to receive the benefits. Requirement is employee must have exhausted all leave accruals.
4. Leave that is eligible to be donated includes accrued vacation and compensatory time only.
 - a. Non-management employees may donate both vacation and compensatory time only.
 - b. Department Heads, Unrepresented, and Management employees may only donate vacation time.
5. Employees donating vacation or compensatory leave must donate in increments of whole hours. Donating employees must have a vacation balance of at least twenty-four (24) hours remaining after such donation.
6. Leave donations are irrevocable.
7. Employees directly impacted by the COVID-19 will not accrue vacation or sick leave while utilizing Emergency Leave, pursuant with the current Catastrophic Leave Policy.
8. The employee's supervisor must approve Emergency Leave requests in advance.
9. The Human Resources Director must verify eligibility for use of Emergency Leave.

Emergency Vacation Cash-Out shall be subject to the following:

1. Employees may cash-out existing accrued vacation time up to a total of 160 hours, through the Emergency Vacation Cash-Out process, during the remainder of the declared emergency.
2. Employees with vacation accruals less than 80 hours may be allowed to cash-out up to 80 hours of vacation leave by utilizing their balance of accrued time and donations from the bank.

Compensatory Time Off

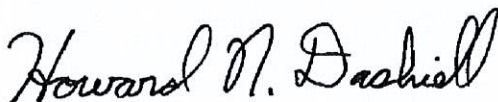
Employees authorized and assigned to work during the COVID-19 emergency as part of their existing job duties and earn CTO, will earn it in accordance with the current MOU's.

Flexible Time Off Accrual

Employees authorized and assigned to work during the COVID-19 emergency as part of their existing job duties that are eligible for FTO in accordance with their MOU's, shall be allowed to accrue up to 160 hours of FTO through June 30, 2020, at which time the County will re-evaluate the need to increase the hours depending on the current situation.

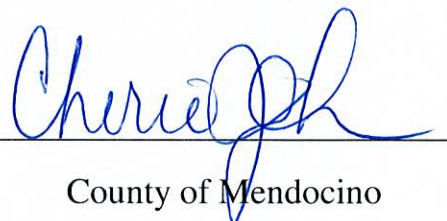
FTO accrual will reset to standard accrual limits in accordance with current MOU's at the conclusion of the declared emergency. Employees shall use their accrued FTO, which exceeds the standard accrual limit specified in the employee's current MOU by June 30, 2021. The employee's request to use their accrued FTO which exceeds the standard accrual limit shall not be unreasonably denied. The appointing authority shall attempt to schedule such time off at the time agreeable to the employee.

This COVID-19 Emergency Sideletter is in effect through the duration of the declared emergency.



4-13-20

Bargaining Unit Representative



County of Mendocino