

**LETTER OF AGREEMENT  
BY AND BETWEEN  
CENTRAL MICHIGAN UNIVERSITY  
AND  
CENTRAL MICHIGAN COMMAND OFFICERS ASSOCIATION**

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Central Michigan University (“CMU”) and Central Michigan Command Officers Association (“Union”) are parties to a collective bargaining agreement (“Agreement”) expiring June 30, 2028.

1. Current terms of the Agreement govern paid leave availability for, and use by, bargaining unit members.
2. CMU intends to provide bargaining unit members four additional paid leave days to be used on or between November 20, 2023 and March 10, 2024.
3. For purposes of effectuating the provision of four additional paid leave days for bargaining unit members, the Parties agree:
  - a. Bargaining unit members hired on or before November 30, 2023, shall be awarded four additional paid leave days.
  - b. Bargaining unit members shall work with their direct supervisor to ensure their use of the four additional paid leave days are tracked outside of the TimeClock Plus system.
  - c. Bargaining unit members shall record their time for the four additional paid leave days as “paid absence.”
  - d. The four additional days of paid leave shall be for the regular work schedule of the receiving bargaining unit member. For example, if the normal work shift for the receiving bargaining unit member is 8 hours, the bargaining unit member will receive four additional 8 hour paid leave days. However, if the normal work shift for the receiving bargaining unit member is 4 hours, the bargaining unit member will receive four additional 4 hour paid leave days, and so on depending upon shift length.
  - e. Bargaining unit members must secure advanced approval of their direct supervisor to use each of the additional paid leave days.
  - f. Supervisors shall not unreasonably deny a bargaining unit member’s request for the use of the additional paid leave days.
  - g. Bargaining unit members may begin to use the four additional paid leave days on November 20, 2023.
  - h. Bargaining unit members will lose any of the additional paid leave days that are unused on or before March 10, 2024.

- i. Bargaining unit members may use the four additional paid leave days consecutively or non-consecutively as approved by their direct supervisor.
  - j. Bargaining unit members must use the four additional paid leave days in full day increments and may not use the four additional paid leave days in increments less than a full day (i.e. full day is as described in paragraph 3.d. above).
4. Bargaining unit members will not receive any cash payout for any of the additional paid leave days that go unused.

This agreement is entered into in good faith by all parties and will not otherwise serve to amend or modify existing terms and conditions of the Agreement.

AGREED TO AND ACCEPTED THIS \_\_\_\_ DAY OF August 2023:

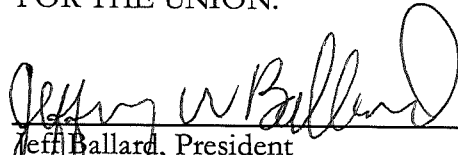
FOR THE UNIVERSITY:



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Scott J. Hoffman, J.D.  
Director/Employee Relations

FOR THE UNION:



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Jeff Ballard, President  
Central Michigan Command Officers  
Association