

**LETTER OF AGREEMENT
BY AND BETWEEN
CENTRAL MICHIGAN UNIVERSITY
AND
CMU SUPERVISORY-TECHNICAL ASSOCIATION, MEA-NEA**

Central Michigan University (“CMU”) and CMU Supervisory-Technical Association, MEA-NEA (“Union”) are parties to a collective bargaining agreement (“Agreement”) expiring June 30, 2026.

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 two additional paid leave days to be used on or between May 1, 2024, and August 31, 2024.
3. For purposes of effectuating the provision of two additional paid leave days for bargaining unit members, the Parties agree:
 - a. Bargaining unit members hired before May 1, 2024, shall be awarded two additional paid leave days.
 - b. Bargaining unit members shall work with their direct supervisor to ensure their use of the two additional paid leave days are tracked outside of the TimeClock Plus system.
 - c. The two 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 two 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 two additional 4 hour paid leave days, and so on depending upon shift length.
 - d. Bargaining unit members must secure advanced approval of their direct supervisor to use each of the additional paid leave days.
 - e. Supervisors shall not unreasonably deny a bargaining unit member’s request for the use of the additional paid leave days.
 - f. Bargaining unit members may begin to use the two additional paid leave days on May 1, 2024.
 - g. Bargaining unit members will lose any of the additional paid leave days that are unused on or before August 31, 2024.
 - h. Bargaining unit members may use the two additional paid leave days consecutively or non-consecutively as approved by their direct supervisor.

- i. Bargaining unit members must use the two additional paid leave days in full day increments and may not use the two additional paid leave days in increments less than a full day (i.e. full day is as described in paragraph 3.c. above).
- 4. Bargaining unit members will not receive any cash payout for any of the additional paid leave days that go unused.
- 5. CMU has also approved four additional closure days as follows: July 5, 2024; December 23, 2024; January 2, 2025; and January 3, 2025.
 - a. Pay for the four additional closure days noted above will follow standard CMU pay practices for university closures.
 - b. Bargaining unit members who would not normally be scheduled to work on a closure day may take an additional paid leave day in lieu of the closure day.
 - c. Bargaining unit members who work in 24-hour operations or who are required to work on a closure day shall receive their regular rate of pay for all hours worked during the closure day and will receive equivalent additional paid leave time for each hour worked on the closure day, which must be used within one year of earning.

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 7th DAY OF March 2024:

FOR THE UNIVERSITY:



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

FOR THE UNION:



Scott Graves, President & Bargaining Chair
CMU Supervisory-Technical Association
MEA-NEA