

**LETTER OF AGREEMENT
BY AND BETWEEN
CENTRAL MICHIGAN UNIVERSITY
AND
AFSCME LOCAL 1568, AFL-CIO**

Central Michigan University (“CMU”) and AFSCME Local 1568 (“Union”) are parties to a collective bargaining agreement (“Agreement”) expiring June 30, 2025.

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 7, 2023 and August 26, 2023 and an additional University closure day on July 3, 2023.
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 on or before May 1, 2023, 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. Bargaining unit members shall record their time for the two additional paid leave days as “paid absence.”
 - d. 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.
 - e. Bargaining unit members must secure advanced approval of their direct supervisor to use each of the two additional paid leave days.
 - f. Supervisors shall not unreasonably deny a bargaining unit member’s request for the use of the two additional paid leave days.
 - g. Bargaining unit members may begin to use the two additional paid leave days on May 7, 2023.
 - h. Bargaining unit members will lose any of the two additional paid leave days that are unused on or before August 26, 2023.

- i. Bargaining unit members may use the two additional paid leave days consecutively or non-consecutively as approved by their direct supervisor.
 - j. 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 two additional paid leave days that go unused.
 5. The additional closure day will take place July 3, 2023. Employees who would not normally be scheduled to work on July 3, 2023, may take an additional paid leave day in lieu of the closure day with advanced approval of their supervisor.
 6. Employees who work in 24-hour operations or who are required to work on July 3, 2023, shall receive their regular rate of pay for all hours works on July 3, 2023, and will receive equivalent additional paid leave time for each hour worked on July 3, 2023.
 7. Employees already scheduled for a paid day off during this time period may, with supervisor approval, remove the recorded time from TimeClock Plus in order to utilize an additional paid leave day provided under this agreement.

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 February 2023:

FOR THE UNIVERSITY:



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

FOR THE UNION:

Jason Knight
President/AFSCME Local 1568

FOR COUNCIL 25:

Lori Greyerbiehl, Staff Representative
AFSCME Council 25