

## SIDE LETTER AGREEMENT

BETWEEN  
THE CITY OF SAN JOSE  
AND  
PEACE OFFICER PARK RANGER ASSOCIATION (POPRA)

### LUNAR NEW YEAR

The City and POPRA agree that the following will become effective as soon as practicable once this can be implemented for all City employees:

Lunar New Year shall be observed in accordance with the State of California's holiday schedule and New Year's Eve Day shall no longer be a City-observed holiday. The following changes will also be implemented at the time the holiday change is implemented:

18.4 Personal Leave. ~~Effective the first pay period of each payroll year~~ Each full-time employee shall be entitled to an additional eight (8) hours of personal leave hours which is granted in recognition that City employees may wish to observe a personal holiday that is not observed by the City. ~~each~~ Each full time employee shall be entitled to a maximum of ~~twenty four (24) thirty-wo (32)~~ hours of personal leave per 26 pay period cycle. Such leave may be scheduled in fifteen (15) minute increments, at any time, subject to approval of the supervisor. Personal leave is not accrued. Any such leave not taken by the date of termination for employees terminating during the year, or by the end of the last pay period in the calendar year for other employees shall not be paid out nor carried over to subsequent years. Under no circumstances, such as promotion, transfer, and/or rehire, shall an employee receive more than twenty four (24) hours of Personal Leave in any given calendar year.

18.4.1 First Year of Employment. An employee hired after July 1 shall be provided a maximum of ~~twelve (12)~~ sixteen (16) hours of personal leave in the first calendar year of employment.

18.4.2 Effective the first pay period of payroll calendar year 2024, an employee who is promoted or demoted into an POPRA-represented classification will have the number of Personal Leave hours they receive upon promotion or demotion reduced on an hour-for-hour basis based on their usage of Personal Leave and/or Executive Leave within the same payroll calendar year.

This agreement is considered part of the tentative agreement for a successor MOA between the parties. This agreement shall become effective only as part of the overall tentative agreement for a successor MOA, when signed by all parties below, ratified by POPRA and approved by the City Council.

FOR THE CITY:

FOR THE UNION:

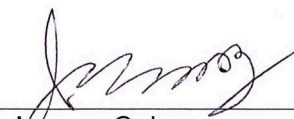


Jennifer Schembri

Director of Employee Relations  
Director of Human Resources

5/24/23

Date



Jeremy Cabaccang

Business Representative  
POPRA

5/24/23

Date