

**2021 CITY OF SAN JOSE – AEA NEGOTIATIONS
TENTATIVE AGREEMENT**

CITY PROPOSAL TO AEA – EXECUTIVE LEAVE

City Proposed Language:

8.5 Executive Leave Employees will receive forty (40) hours of executive leave per payroll calendar year with supervisor approval. Forty (40) additional hours may be available, upon Departmental Director approval, for recognition of outstanding performance as part of the Management Performance Program. Executive leave that is not used by the end of the payroll calendar year does not accrue or carry over to the following year.

8.5.1 Effective the first pay period of payroll calendar year 2022, when an employee is hired or promoted into a position eligible for executive leave, the leave will be prorated during the first year dependent upon the hire date.

<u>Start Date in Position</u>	<u>Hours of Executive Leave</u>
<u>January 1 – February 28 (February 29 on a Leap Year)</u>	<u>40 hours</u>
<u>March 1 – April 30</u>	<u>32 hours</u>
<u>May 1 – June 30</u>	<u>24 hours</u>
<u>July 1 – August 31</u>	<u>16 hours</u>
<u>September 1 – October 31</u>	<u>8 hours</u>
<u>November 1 – End of Payroll Calendar Year</u>	<u>0 hours</u>

8.5.1.1 Effective the first pay period of payroll calendar year 2022, an employee who is promoted or demoted into an AEA-represented classification will have the number of Executive 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.

8.5.2 Effective the first pay period of payroll calendar year 2022, an employee on a reduced work week schedule will receive executive leave as indicated in the chart below, even if the actual hours worked exceed that amount.

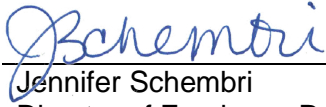
<u>Scheduled Work Hours per Week</u>	<u>Benefit Level</u>	<u>Hours of Executive Leave</u>
<u>35-39.9 hours per week</u>	<u>100%</u>	<u>40 hours</u>
<u>30-34.9 hours per week</u>	<u>75%</u>	<u>30 hours</u>
<u>25-29.9 hours per week</u>	<u>62.5%</u>	<u>25 hours</u>
<u>20-24.9 hours per week</u>	<u>50%</u>	<u>20 hours</u>
<u>Less than 20 hours per week</u>	<u>Unbenefited</u>	<u>None</u>

8.5.3 Further details related to Executive Leave, including details related to the use of the four-hour rule, are contained in City Policy Manual Section 4.2.4, Executive Leave and Absence Policy.

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**This agreement is considered tentative and shall not be considered final or binding until a final agreement on all terms has been reached and both ratified by union members and approved by City Council.*

FOR THE CITY:



6/28/2021

Date

Jennifer Schembri
Director of Employee Relations
Director of Human Resources

FOR THE UNION:



6/28/2021

Date

Matt Mason
Business Representative
IFPTE, Local 21