SIDE LETTER AGREEMENT BETWEEN SONOMA COUNTY LIBRARY AND SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 REGARDING
13.3 SICK LEAVE – CONVERSION TO CTO OR HRA

After a review of Article 13.3 of the 2025-2027 SCL-SEIU Memorandum of Understanding ("MOU"), the Library, and the Union ("the Parties") recognize that current MOU language may have unintended tax consequences for certain employees. In order to avoid these unintended tax consequences, the parties have agreed to revise the language as set forth below.

Article 13.3 of the 2025-2027 SCL-SEIU MOU currently reads as follows:

> *13.3 Sick Leave – Conversion to CTO or HRA*
> *An employee with a sick leave balance may convert up 32 hours per calendar year to CTO, leaving a minimum sick leave balance of 80 hours after conversion.*
>
> *An employee hired or rehired on or after November 6, 2013, may convert up to 500 hours of sick leave each calendar year to their HRA account leaving a minimum sick leave balance of 80 hours after conversion.*
>
> *Conversion occurs during the second pay period of February each calendar year and shall be based on the sick leave balance on December 31 of the preceding year.*

The Parties agree to replace the above language with the following:

> 13.3 Sick Leave – Conversion to CTO
>
> *An employee with a sick leave balance may convert up 32 hours per calendar year to CTO, leaving a minimum sick leave balance of 80 hours after conversion.*
>
> *Conversion occurs during the second **full** pay period of February each calendar year and shall be based on the **sick leave balance of the previous pay period**.*

An employee(s) who previously converted sick leave to the HRA shall have those hours restored to their sick leave accrual balance and may convert up to 32 hours to CTO for each year in which an HRA conversion occurred prior to the effective date of this agreement. Such conversions shall be in addition to the employee's regular annual CTO conversion.

This Agreement is made on a non-precedential basis and shall not be relied on by either party to assert precedent or past practice in future matters.

For the Library	For the Union
Suzanne Silva Human Resources Director	Jana Blunt SEIU 1021 Field Representative