



**TOBY WELLS, P.E.**  
CITY MANAGER

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May 22, 2020

Turlock City Employees Association (TCEA)  
C/O Michael Murphy

**Re: Vacation Leave Caps**

Dear Michael:

This correspondence constitutes a Side Letter between the City of Turlock (“City”) and the Turlock City Employees Association (“Association”) concerning a temporary derivation from the vacation accrual limits previously agreed upon in Section 25:02 of the Memorandum of Understanding between the City and the Association.

In the early days of the COVID-19 pandemic, employee representatives approached City leaders about an unforeseen consequence of the pandemic related to employee leave banks. After discussion of the matter, I agreed that employees should not be penalized because the pandemic interferes with their ability to take paid time off. Due to the need to work during the COVID-19 pandemic, employees may have difficulty utilizing accrued vacation leave time. As a result, employees may reach the maximum vacation accrual caps set forth in applicable Memorandums of Understandings and Schedules of Benefit Plans and Policies.

I brought the matter before the Turlock City Council, and on May 12, 2020, the Council voted to permit the accrual of hours over the maximum cap for all affected City employees.


The eligibility period for these additional COVID-19 Administrative Leave hours will begin retroactive to the beginning of the 2<sup>nd</sup> pay period in March to the end of June, 2020. For employees who reach their applicable maximum vacation accrual cap, and in an effort to prevent employees from being negatively affected by the inability to take time off due to the COVID-19 pandemic, the City is creating a separate COVID-19 Administrative Leave Bank. Employees who reach their applicable maximum vacation accrual cap will be provided with COVID-19 Administrative Leave amounts. Employees who work during the eligibility period will accrue COVID-19 Administrative Leave under the same terms and conditions and at the same rate as the employee’s applicable vacation accrual amounts.

For TCEA members, COVID-19 Administrative Leave may accrue up to a maximum of thirty-two (32) hours, and must be used by December 31, 2020. Employees must use all hours in their COVID-19 Administrative Leave Bank before hours in the regular Vacation Leave Bank are used to cover time off for vacation. Payroll staff will automatically utilize time in this leave category before using an employee’s Vacation Leave Bank. Accrued hours in an employee’s COVID-19 Administrative Leave

Bank are separate from the employee's vacation accrual. As such, notwithstanding any requirement, policy or agreement providing for pay out of accrued vacation on termination of employment, employees who separate from employment will not receive payout of any COVID-19 Administrative Leave bank amounts.

Further, the COVID-19 Administrative Leave bank expires on December 31, 2020, and any unused amounts shall expire. If current City operations continue to be disrupted by COVID-19 beyond June 2020, the City will re-evaluate the provisions described herein.

Sincerely,

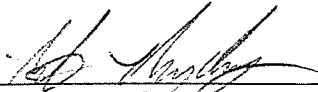


Toby Wells, P.E.  
City Manager

CC: Mehran Tahoori and Joe Rose

#### **ACKNOWLEDGMENT AND ACCEPTANCE**

TCEA acknowledges receipt of the foregoing Side Letter and agrees to the terms and conditions of the Side Letter.



Michael Murphy, TCEA President

Date: 06/03/2020

TW: tg