# County of San Diego

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ACTING DIRECTOR

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**LETTER OF UNDERSTANDING**
**BETWEEN THE**
**COUNTY OF SAN DIEGO**
**AND THE**
**SAN DIEGO COUNTY SUPERVISING PROBATION OFFICERS' ASSOCIATION**
**(SO UNIT)**

## PANDEMIC ADVANCED CREDIT LEAVE

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I. This attests to and records the agreement of the parties to the extension of the **Pandemic Advanced Credit Leave** through **June 30, 2015**.

II. During a pandemic, as declared by the Board of Supervisors and/or Chief Administrative Officer, employees who are ill with flu like symptoms, as defined by the Centers for Disease Control, and have exhausted all leave balances, may request and shall be advanced up to 80 hours of sick leave per fiscal year. At no time shall an employee have a negative sick leave balance that exceeds the maximum of 80 hours.

The advanced sick leave credits are treated like regular sick leave and can be taken in units of 1/10 of an hour for either the employee or the care of an employee's immediate family member as defined in MOA Article 6, Section 4(c).

Advanced sick leave credits cannot be used in conjunction with Voluntary Time Off.

Once an employee returns to work and begins accruing sick leave, the credit for the new sick leave hours will reduce the negative sick leave balance before any positive hours are credited.

If an employee separates from County Service and is at a negative sick leave balance, the employee will be required to repay the sick leave from their final pay out.

This leave shall not be available to any employee currently on an approved leave of absence.

**FOR THE COUNTY OF SAN DIEGO:**

BRAD RANKIN
Interim Labor Relations Manager

Date: 3/27/14

**FOR THE SAN DIEGO COUNTY SUPERVISING PROBATION OFFICERS' ASSOCIATION (SO UNIT):**

JORGE GONZALEZ
Director

Date: 3.27.14