

To the Memorandum of Understanding  
Between the City of Pittsburg and AFSCME Management Professional Confidential Unit  
July 1, 2022 – June 30, 2025

This will confirm an understanding reached between the City of Pittsburg and the American Federation of State, County and Municipal Employees (AFSCME), MPC Unit.

**8.2 Use of Vacation**

Vacation shall be taken at such time as is mutually convenient for the department and the employee.

A. Maximum Accumulation – The maximum accrual allowed is two hundred sixty (260) hours. Accruals will be monitored by the Finance Department. Once the maximum accrual has been reached, an employee will not accrue additional vacation until his/her accrual balance is reduced, by either use or buyback.

1. Effective July 1, 2014, the maximum accrual allowed is two hundred and sixty (260) hours.
2. During the declared local emergency for COVID-19, the maximum vacation accrual of two hundred and sixty (260) hours was suspended. Between March 26, 2020 and June 30, 2023 excess hours (beyond 260) were deposited into a COVID Vacation Accrual Bank. Effective July 1, 2023, no additional excess hours will be accumulated in the COVID Vacation Accrual Bank. The maximum accrual cap of two hundred and sixty (260) hours will be reinstated. Any additional hours earned will be lost. Employees will have thirty-six (36) months following June 30, 2023 to utilize the excess hours accumulated in the COVID Vacation Accrual Bank. COVID Vacation Accrual Bank Hours are not available for Vacation Buy-Back and have no cash value. Remaining balance in COVID Vacation Accrual Bank upon separation is not eligible for payout.
3. Excess COVID-19 banked vacation hours accrued during the declared emergency must be used by June 30, 2026. Employees must utilize COVID-19 banked vacation accrual hours at a rate of one-third (1/3) per fiscal year until June 30, 2026. Hours not utilized will be lost at a rate of one-third (1/3) per fiscal year beginning June 30, 2024 and each subsequent year until June 30, 2026.

Example: 150 total COVID Vacation Accrual Bank Hours

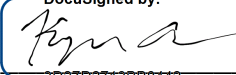
YEARS	USED	LOST
07/01/23-06/30/24	50	0
07/01/24-06/30/25	40	10
07/01/25-06/30/26	30	20

4. Upon reinstatement of the maximum vacation accrual limit, unused accrued vacation hours in excess of two hundred sixty (260) hours will be lost.

FOR AESCME

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By



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Kym Anderson  
Business Agent

FOR CITY OF PITTSBURG

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Jennifer Brizel  
Director of Human Resources