

MICHIGAN STATE UNIVERSITY

Letter of Agreement
Between
Michigan State University,
and
Administrative Professional Association

As a result of discussions between the Parties, and in recognition of the efforts made by employees, the following is hereby agreed between Michigan State University (hereinafter "the University") and the Administrative Professional Association (hereinafter "the Union").

1. The University shall have the ability to designate the following days as days off with pay for regular full- and part-time (50% time or greater) employees in 2021:
 - a. Tuesday, December 28, 2021;
 - b. Wednesday, December 29, 2021 and
 - c. Thursday, December 30, 2021.

It is agreed that these days shall not be considered as holidays under any agreement between the parties, including their Collective Bargaining Agreement, or under any alleged policy or practice, however formed.

2. The University shall have the ability to implement the terms of Paragraph 1 as follows:

- a. Full-time employees shall be credited with twenty-four (24) hours of additional personal leave which, subject to Paragraph 2(e) below, may only be used on Tuesday, December 28; Wednesday, December 29 and Thursday, December 30, 2021.
- b. Part-time employees will be given a pro-rata amount of additional personal leave based on their schedules (e.g. an employee working 50% time will be given 12 hours of personal leave) which, subject to paragraph 2(e) below, may only be used on Tuesday, December 28; Wednesday, December 29 and Thursday, December 30, 2021.
- c. Except as provided in Paragraph 2(e), below, employees must enter a full day of personal leave on: Tuesday, December 28; Wednesday, December 29; Thursday, December 30, 2021.
- d. Employees who had scheduled and approved vacation on those days shall be allowed to use additional the personal leave rather than their scheduled vacation.
- e. The following cases are exceptions to Paragraph 1:
 - i. University operations will continue. Thus, at the sole discretion of the University, employees may be required to work on Tuesday, December 28; Wednesday, December 29 and/or Thursday, December 30, 2021. The selection of employees who are required to work on those days will be at the sole choice of the University. There shall be no holiday premium of any kind for work on Tuesday, December 28; Wednesday, December 29 and/or Thursday, December 30, 2021.
 - ii. In those cases where an employee is specifically directed by a supervisor to work on one of the above referenced days, the additional personal leave granted above



Human Resources

Employee Relations

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may only be used to make up the difference, if any, between the hours the employee actually works and their scheduled shift. Such an employee may use any remaining portion of the additional personal leave granted above on a later date on or before June 30, 2022. Such personal leave not used on or before June 30, 2022 shall be lost without any payment.

- iii. In those cases where a full-time employee has a scheduled non-working day on Tuesday, December 28; Wednesday, December 29 and/or Thursday, December 30, 2021, as part of their otherwise applicable work schedule, the corresponding additional personal leave shall not be used on those days but may be used by the employee on or before June 30, 2022. Such personal leave not used on or before June 30, 2022 shall be lost without any payment.
- iv. The use of personal leave on or before June 30, 2022 under sub-paragraphs 2(e)(ii) or 2(e)(iii) is to be scheduled with the employee's supervisor in advance but permission should not be withheld for arbitrary or capricious reasons.

3. This Letter of Agreement is non-precedent setting and shall apply only to Tuesday, December 28; Wednesday, December 29 and Thursday, December 30, 2021. There is no obligation whatsoever to apply these or similar terms to any other year or to any other days.

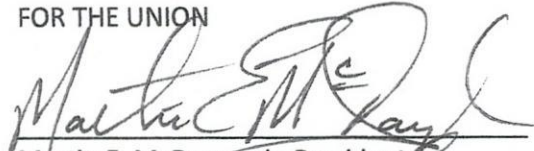
FOR THE EMPLOYER



Richard W. Fanning, Jr., Director
Office of Employee Relations

Date: 11/19/2021

FOR THE UNION



Martin E. McDonough, President
Administrative Professional Association

Date: 11/18/21