

April 29, 2022

Heather Hoekstra, President
Sacramento Exempt Employees Association (SCXEA)
1017 L Street #503
Sacramento, California 95814

Jason Jasmine, Counsel
Messing, Adam, and Jasmine LLP
980 9th Street #380
Sacramento, California 95814

**Re: Letter of Understanding – Ability to Cash Out Fiscal Year 2021/22
Administrative Leave Time (ATO)**

Dear Ms. Hoekstra and Mr. Jasmine:

This is to confirm the agreement reached between the City of Sacramento (“City”) and the Sacramento City Exempt Employees Association (“SCXEA”), regarding the above referenced matter.

The agreement is as follows:

- 1) Employees that were credited with Administrative Leave Time (ATO) in fiscal year 2021/22 pursuant to Article 12.4 (Management Leave Time) of the 2018-2020 SCXEA MOU may cash out up to forty (40) hours of their remaining ATO balances in a manner consistent with this Agreement. An employee may only cash out up to forty (40) hours of the ATO that was credited to their leave balances on July 1, 2021. Any employee that has previously cashed out a portion of their accrued ATO for 2021/22 may only cash out additional hours to a cumulative total of forty (40) hours. To be eligible to cash out ATO, eligible employees must submit their request using the approved form to the Payroll Division, Department of Finance on or before June 17, 2022. Any ATO balances credited for fiscal year 2021/22 which are not cashed out or used prior to July 1, 2022, shall be forfeited.
- 2) The forty (40) hours of ATO credited to employees pursuant to Article 12.3 (b) (Management Leave Time) in the 2022-2023 SCXEA Memorandum of Understanding may not be cashed out and must be used for an approved leave prior to December 31, 2022, or the time will be forfeited.

This Agreement does not establish a precedent, nor does it interpret any employee rights under the language of the Labor Agreement, the Rules and Regulations of the Civil Service Board, or any applicable policies and procedures of City departments or the City of Sacramento, except as expressly stated herein.

