

# Memo

To: Classified Staff  
From: Lindsay Desrochers, Vice President for Finance and Administration  
Date: October 26, 2009  
Re: INFORMATION SHEET – Implementation of SEIU Letter of Agreement  
– Mandatory Unpaid Leave Days - Fiscal Years 2010 and 2011

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## **Letter of Agreement – Mandatory Unpaid Leave Days**

The recently ratified collective bargaining agreement between the Oregon University System and SEIU includes a Letter of Agreement – Mandatory Unpaid Leave Days. It sets out provisions for classified staff to take a number of mandatory unpaid leave days according to four salary tiers in the course of the current biennium. The Letter of Agreement (LOA) states:

The reduction in salary paid for mandatory unpaid leave days under this LOA will be spread evenly over the months in each fiscal year, or, if so requested by the employee, will be calculated and applied during the pay period in which the unpaid leave days *are* taken [...] The mandatory unpaid leave shall be scheduled and taken at times based on the operating requirements of the university [...] Each campus shall establish a procedure for selection of the specific mandatory unpaid leave dates.

## **Unpaid Leave Days and Salary Smoothing**

In an effort to implement the letter and spirit of this agreement and in consultation with union leadership your unpaid leave days will be “smoothed out” in smaller monthly pay reductions across each fiscal year. By contract, this is to take effect October 1<sup>st</sup>, and your salary will be reduced by an equivalent percentage in accordance with your salary tier as per the chart below. You will see the first monthly pay reduction in your October paycheck.\*

(\* Should you prefer to not participate in the salary smoothing, you may request the reduction in salary to be calculated and applied during the pay period in which the unpaid leave days are taken. Below is the link to the form to make the request no later than November 16, 2009. PSU’s payroll department will make an adjustment to your November pay for the “smoothing” that occurred in October. [Classified Unpaid Leave Election Form](#))

<u>Monthly Base Salary</u>	<u>Unpaid Leave Days</u>
\$2,450 and below	8 days/Biennium (max. 64 hrs)
\$2,451 to \$3,105	12 days/Biennium (max. 96 hrs)
\$3,106 to \$5,733	14 days/Biennium (max. 112 hrs)
\$5,734 and over	16 days/Biennium (max. 128 hrs)

### **School Closure Days**

As previously announced, the University will be closed from Saturday, December 19, 2009 through and including Monday, December 28, 2009. This period includes five regular work days. Your first (5) five mandatory unpaid leave days are to be used for the University closure period. For classified staff in the first tier who are required to take four unpaid days, you may apply your Special Day or apply personal or comp time to cover for the fifth closure day. For those classified staff who are required to take more than 5 unpaid leave days, you must schedule the use of those additional days with your supervisor based on the operating needs of your unit and the University.

Some employees may be required by their supervisor to work during the University closure period due to the operational needs of the University. In such cases, the employee will be able to take their required unpaid days at alternative times, to be scheduled with their supervisor as above.

To assist you with future planning of your use of unpaid leave days for the second year of the biennium, from July 1, 2010 to June 30, 2011, please keep in mind the likelihood that the University will have a similar closure in December 2010.

For further questions about this program, please contact Cathy LaTourette at 503-725-4930 or Terrill Bartee at 503-725-8232.