

MEMORANDUM OF AGREEMENT

The Maine Service Employees Association, SEIU Local 1989 ("MSEA") and the Executive Branch of the State of Maine ("State") hereby agrees as follows:

1. The parties understand that due to the emergency caused by COVID-19, operational needs may prevent certain employees from using their accrued vacation leave in time to avoid exceeding the maximum allowed leave accruals.
2. The parties agree that as a result of this emergency, the maximum vacation accruals of unused vacation leave set forth in the Vacation article of the applicable collective bargaining agreement shall be increased.
3. In the Administrative, OM&S, and Pro-tech bargaining units, employees with less than 15 years of continuous service shall have a temporary maximum of 300 hours, and employees with 15 or more years of continuous service shall have a temporary maximum of 400 hours.
4. In the Supervisory bargaining unit, employees with less than 15 years of continuous service shall have a temporary maximum of 325 hours, and employees with 15 or more years of continuous service shall have a temporary maximum of 425 hours.
5. It is understood that employees will be responsible to work with their supervisors to plan vacation usage based upon operational needs so they do not exceed the contractual limits after December 31, 2020.
6. The parties agree that employees will have until December 31, 2020, to use their leave to avoid losing it. Beginning January 1, 2021, the contractual maximum accrual limits will be in effect.

Seen and agreed:

Breana D. Bissell 4/8/2020

/s/Tom Feeley

Breana Bissell, Director
Bureau of Human Resources

date

Tom Feeley, General Counsel date
MSEA, SEIU Local 1989