

**SIDE LETTER
LBNL
TIME REPORTING FOR SICK LEAVE AND VACATION**

LBNL and UPTE agree to amend the sick leave and vacation reporting requirements for exempt RX employees at the Lawrence Berkeley National Laboratory. The purpose of this Side Letter is to allow those employees to report sick leave and vacation leave in half-day increments in accordance with the policy exception granted to LBNL by the University of California.

Sick Leave (supercedes section B.1.d of the Sick Leave article in the RX contract for exempt employees at the Lawrence Berkeley National Laboratory only):


Except as provided in the Leaves of Absence article, records of sick leave used shall be recorded in half-day increments only by exempt employees on full-time status. For exempt employees on less than full-time status, records of sick leave used shall be recorded in increments of not less than one hour. When an exempt employee has exhausted all accrued sick leave, salary shall not be reduced for absences of less than one full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work.

Vacation (supercedes section D.1 of the Vacation article in the RX contract for exempt employees at the Lawrence Berkeley Laboratory only):

Except as provided in the Leaves of Absence article, records of vacation used shall be recorded in half-day increments only by exempt employees on full-time status. For exempt employees on less than full-time status, records of vacation used shall be recorded in increments of not less than one hour. When an exempt employee has exhausted all accrued vacation, salary shall not be reduced for absences of less than one full day or less than that portion of a day during which an employee on less than full-time pay status is normally scheduled to work.


This agreement is non-precedent setting, and will remain in effect for the life of the UPTE-UC contract covering LBNL RX employees.

For LBNL:



Leslie Cobb

For UPTE:



Doug Owen



Bruce Nordman