



Mendocino County Human Resources Department

Side Letter of Agreement between the County of Mendocino and Mendocino County Association of Confidential Employees

November 6, 2024

This Side Letter is entered into between the County of Mendocino ("County") and the Mendocino County Association of Confidential Employees ("MCACE"), collectively referred to as "Parties."

The Parties have resolved meet and confer obligations, and, by this Side Letter, agree to amend the language in the 2023-2026 MCACE Memorandum of Understanding, Article 12.1 Bereavement Leave, effective the first full period following approval, as follows:

12.1 Bereavement Leave

Employees who suffer a death in their immediate family may be allowed to be absent up to five (5) non-consecutive days, with pay for up to a maximum of forty (40) non-consecutive work hours to be used within three (3) months for each death of a family member.

Employees who work a shift of longer than eight (8) hours, and more than forty (40) hours in five (5) days, may use accrued leave for the hours absent in excess of forty (40) hours (i.e., an employee regularly scheduled ten (10) hour shifts may be absent five (5) days or fifty (50) hours, may receive a maximum of 40 hours of paid bereavement leave, and use ten (10) hours of accrued leave).

Part-time employees who receive benefits may be eligible for bereavement leave. The number of hours available shall be based on the percentage of the allocated position to full-time (i.e., .5 allocation times 40 = 20.0 hours available leave). Such time shall be considered additional paid leave.

A. Additional Days

Employees may use an additional 16.0 hours of accrued leave. Part-time employees who receive benefits may be eligible for bereavement leave. The number of hours available shall be based on the percentage of the allocated position to full-time.

Accrued leave for this purpose may be compensatory, personal leave, vacation time, or sick leave. Should the employee not have any such accrued leave, this absence may be considered leave without pay.

B. Immediate Family

For the purpose of this Section, "Immediate Family" is defined as the employee's spouse, domestic partner, child, stepchild, grandchild, parent/step-parent, brother, sister, grandparent or spouse's, child, stepchild, grandchild, parent/step-parent, brother, sister or grandparent.

C. Non-Immediate Family

Employees may use vacation, CTO, personal leave days, or leave without pay to attend memorial services for non-"immediate family." While approval of such leave is at the discretion of the appointing authority, requests shall not be unreasonably denied.

For the County of Mendocino:

For the Mendocino County Association of
Confidential Employees:



Cherie Johnson, HR Director



Robert Reveles, Chair

Date: 12/3/2024