

12/5/2022

**Memo of Understanding between  
Sonoma County Office of Education (SCOE)  
and Service Employee International Union Local 1021 (SEIU)**

SCOE and SEIU agree that all SEIU employees may donate sick leave time, vacation time and/or Comp time to a SEIU/SPSL Sick Leave Bank, in order to assist employees who have been or will be affected by COVID-19 and have exhausted all of their time that was granted by SB 114 California's COVID-19 Supplemental Paid Sick Leave program (SPSL 2022). Donations of sick leave, vacation or comp time are completely voluntary and SCOE does not require employees to donate any of their accrued leave(s).

The employee who is donating time must have a vacation leave balance of at least 40 hours of vacation time after the donation and/or 80 hours of sick leave after the donation of sick leave. The donation of sick leave will be subtracted from the employee's sick leave bank, not the SPSL 2022 leave.

The bank of hours created by this program is for use by employees who have exhausted or will exhaust all of their allotted SPSL 2022 leave during the terms of this agreement. SCOE reserves the right to ask the employee to verify the reason to use leave in order to confirm that the reason is covered under the provisions of SPSL 2022. Use of leave from the SEIU/SPSL Sick Leave Bank will be limited to 40 hours maximum.

SCOE agrees to send an announcement to all SEIU employees to announce the arrangement and monitor its use. Use of the attached form will be used to donate leave. After an employee donates leave with the use of the attached form, they forfeit all rights to the amount of leave that is stated on the form.

SCOE agrees to provide updates of the balance of leave in the bank to SEIU upon request. All unused time in this bank will be donated to the SEIU Catastrophic Leave Bank on April 1, 2023.

Additionally, SCOE is extending the use of available SPSL 2022, which expired September 30, 2022, to January 31, 2023.

For SCOE:

John Laughlin  
John Laughlin (Dec 13, 2022 08:58 PST)

John Laughlin

For SEIU:

Aaron Burton  
Aaron Burton (Dec 13, 2022 11:56 PST)

Aaron Burton

Alli Britton  
Alli Britton (Dec 13, 2022 07:53 PST)

Alli Britton