

**Side Letter of Agreement Between California Association of Psychiatric Techs
(CAPT) (Bargaining Unit 18) and The State of California**

- A. Pursuant to Article 6.18 Vacation/Annual Leave Cash Out of the parties' MOU, Departments are authorized annually to cash out up to eighty (80) hours of employees' accumulated Vacation/Annual Leave as follows:

On or before May 1 of each year, starting in the 2017 calendar year, the department head (Director, Executive Officer, etc.) or designee will advise department employees whether the department has funds available for the purpose of cashing out accumulated Vacation/Annual Leave. In those departments that have funds available, employees will be advised of the number of hours that may be cashed out, not to exceed eighty (80) hours. Employees who wish to cash out Vacation/Annual Leave must submit a written request during the month of May to the individual designated by the Department Director. Departments will issue cash payments for cashed out Vacation/Annual Leave during the month of June.

- B. Notwithstanding the time limitations in the current contract provision listed above, employees who reside in counties where a State of Emergency was declared during or after November 2018 and whose principle residence was impacted by the emergency are eligible to receive an advanced Vacation/Annual Leave cash out, not to exceed eighty (80) hours.
- C. Employees who cash out leave prior to June of the fiscal year and who do not request the full amount their department authorized in May of that fiscal year are eligible to request a cash out of the difference in leave the employee previously cashed out in the fiscal year and the amount authorized by the department; total hours cashed out in the fiscal year cannot exceed eighty (80) hours. Otherwise, employees who cash out leave prior to June of the fiscal year are not eligible to participate in this cash out program again during the same fiscal year.
- D. Employees may only cash out personally accumulated Vacation/Annual Leave. Catastrophic leave donated to an employee is not eligible to be cashed out.

Ann Lytle - CAPT
11/30/18

Tom Manwiller
11-30-18