

**SIDE LETTER AGREEMENT BETWEEN IFPTE LOCAL 21
& CITY OF RICHMOND (2014 HOLIDAY CLOSURE)**

All City offices, except the Fire Department, Police Department, or any other City office that is authorized by the City Manager to remain open, will be closed December 24, 26, 29, 30 and 31, 2014 (please note that Thursday, December 25, 2014 and Thursday January 1, 2015 are existing holidays for City employees and as such, all City offices are closed). Employees will be required to use any available vacation, floating holiday or administrative leave accruals for December 24, 26, 29, and 30 2014 (a total of four (4) days). If an employee does not have any available vacation, floating holiday or administrative leave time accruals available, the time will need to be taken as leave without pay.

Wednesday, December 31, 2014 will be paid by the City (this is not an existing paid holiday for City employees and will be provided to employees solely as part of this agreement).

All employees in the Fire Department, Police Department, or any other City office that is authorized by the City Manager to remain open, who are required to work on any the above days as part of their regularly scheduled shift, are exempt from the above paragraph.

If an employee, as part of their regular work schedule, is required to work on December 31, 2014 (the additional paid holiday that will be provided by the City pursuant to this agreement), the employee will be allowed to take an additional floating holiday in the next calendar year (the floating holiday must be taken within the next calendar year and will not be carried over). All requirements for the scheduling of a floating holiday, as outlined in the IFPTE Local 21 MOU, must be adhered to when scheduling this floating holiday.

Date:

8/7/14

For IFPTE Local 21:


Pam Covington, Local 21 Representative


Al Shanklin, Local 21 President


Tim Higaes, Local 21 Vice-President


Dee Karnes, Local 21 Secretary


Jill Perry, Local 21 Treasurer

For the City:


Lisa Stephenson, Human Resources Director