

**To the Memorandum of Understanding  
Between the City of Pittsburg and Police Managers Group (PMG)  
July 1, 2022 – June 30, 2025**

This will confirm an understanding reached between the City of Pittsburg and the Pittsburg Police Managers Group (PMG). Pursuant to this understanding, Article 8.3 of the Memorandum of Understanding between the City and PMG is modified as follows:

**8.3 Maximum Vacation Accrual**

The maximum accrual is two times the annual accrual to a maximum of three hundred eighty (380) hours. An employee must be at or below the maximum vacation accrual on the last paycheck of each calendar year.

If an employee is not at or below his/her maximum vacation accrual limit on the last paycheck of each calendar year, then said employee shall receive no vacation accrual until such time as the employee's vacation accrual balance is at or below the maximum vacation accrual limit.

When an employee does bring his/her vacation accrual balance back down at or below the maximum vacation accrual limit, then the employee will receive a proportional amount of accrued vacation. Said amount is determined by taking the number of full pay periods remaining in the calendar year divided by the number of total pay periods for that calendar year and multiplying that ratio to the total number of vacation hours the employee would have earned if the employee had been fronted vacation.

During the declared local emergency for COVID-19, the maximum vacation accrual of three hundred and eight (380) hours was suspended. Between March 26, 2020 and June 30, 2023 excess hours (beyond 380) were deposited into a COVID Vacation Accrual Bank. Effective July 1, 2023, no additional excess hours will be accumulated in the COVID Vacation Accrual Bank. The maximum accrual cap of three hundred and eight (380) hours will be reinstated. Any additional hours earned will be lost. Employees will have thirty-six (36) months following June 30, 2023 to utilize the excess hours accumulated in the COVID Vacation Accrual Bank. COVID Vacation Accrual Bank Hours are not available for Vacation Buy-Back and have no cash value. Remaining balance in COVID Vacation Accrual Bank upon separation is not eligible for payout.

Excess COVID-19 banked vacation hours accrued during the declared emergency must be used by June 30, 2026. Employees must utilize COVID-19 banked vacation accrual hours at a rate of one-third (1/3) per fiscal year until June 30, 2026. Hours not utilized will be lost at a rate of one-third (1/3) per fiscal year beginning June 30, 2024 and each subsequent year until June 30, 2026.

Example: 150 total COVID Vacation Accrual Bank Hours

YEARS	USED	LOST
07/01/23-06/30/24	50	0
07/01/24-06/30/25	40	10
07/01/25-06/30/26	30	20

Upon reinstatement of the maximum vacation accrual limit, unused accrued vacation hours in excess of three hundred and eight (380) hours will be lost.

FOR PMG

DocuSigned by:  
*Les Galer*  
By \_\_\_\_\_  
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Les Galer, PMG Representative

DocuSigned by:  
*William Hatcher*  
By \_\_\_\_\_  
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William Hatcher, PMG Representative

FOR CITY OF PITTSBURG

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*Jennifer Brizel*  
By \_\_\_\_\_  
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Jennifer Brizel, Director of Human Resources