LETTER OF AGREEMENT
between the
STATE OF ALASKA
and the
INLANDBOATMEN'S UNION of the PACIFIC, ALASKA REGION
representing the
AMHS UNLICENSED VESSEL EMPLOYEES

Rule 23.04 - Use of Vacation and Rule 23.12 - Requesting Vacation; Amending

20-II-233

It is agreed between the parties that the following terms and conditions of employment apply to all employees covered by the Inlandboatmen's Union of the Pacific, Alaska Region. No provision of the July 1, 2019, through June 30, 2022, Master and Supplemental Agreements not specifically referenced herein is modified by this agreement.

1. **Rule 23.04 – Use of Vacation,** is amended to add the following:
   (C) Employees who are not assigned to work at least eighty-four (84) hours within a pay period, due to a lack of work, may submit a (make whole) vacation timesheet directly to DOP&LR Payroll Services claiming the vacation hours necessary for the employee to be made whole up to eighty-four (84) hours for the pay period. The dates of vacation for the make whole will be determined based on a normal rotation schedule following the employee's last full assignment.

   (D) It is the individual employee's responsibility to submit their vacation timesheet to Payroll Services, whether for pre-approved vacation or as a make whole. Vacation timesheets must be received by Payroll Services no later than two (2) business days following the end of the applicable pay period.

2. **Rule 23.12 – Requesting Vacation,** is amended as follows:
   Request for vacation must be received by the AMHS Dispatch Office not later than thirty (30) days prior to the commencement of the two-week work schedule for which the absence is requested. Dispatch will approve or deny vacation requests twenty (20) days prior to the commencement of the two-week work schedule. Employees in the Southeast System may be granted up to two (2) weeks of vacation during the period June through September. If dates of a request for vacation conflict, seniority shall apply. Requests for vacation in periods other than detailed above shall be granted at the discretion of the Employer. ~~Use of leave will be according to how the employee would have been scheduled based on their last full assignment, regardless of seniority.~~ Dates for pre-approved vacation usage will follow the normal rotation schedule from the employee's last full assignment, regardless of seniority.

3. **Southwest System Supplemental, Rule 23.04 – Use of Vacation,** is amended to add the following:
   It is the individual employee's responsibility to submit vacation or accumulated time off timesheet to Payroll Services. Vacation or accumulated time off timesheets must be received by Payroll Services no later than two (2) business days following the end of the applicable pay period.

This agreement is effective January 11, 2020, through June 30, 2022, and may be canceled by either party with forty-five (45) days written notice. This agreement is entered into solely to address the specific circumstance of this particular situation. It does not establish any practice or precedent between the parties. This agreement shall not be referred to in any other dispute, grievance, arbitration, hearing, or any other forum, except as may be necessary for the execution of its terms.

FOR THE STATE OF ALASKA:

Kate Sheehan

Kate Sheehan, Director
Division of Personnel & Labor Relations
Department of Administration

3/20/20
Date

FOR THE IBU:

Trina K Arnold

Trina Arnold, Regional Director
Inlandboatmen's Union of the Pacific
Alaska Region

March 9 2020
Date