
**Side Letter of Agreement
Between the City of Simi Valley and
Service Employees International Union Local 721**

The City of Simi Valley ("City") and Service Employees International Union Local 721 ("SEIU Local 721") have met and conferred and reached an agreement on this Side Letter of Agreement to the Memorandum of Agreement ("MOA") between City and SEIU Local 721. This Side Letter of Agreement shall replace Article 16, Section IV of the MOA. The agreement reached between the parties is not intended to supersede any of the other terms and conditions of employment contained in the MOA.

Article 16. - Bereavement Leave

84-84, 2017-40

Effective January 1, 2018, any use of bereavement leave requires notification of the Department Head. Employees shall be entitled to three (3) working days leave with pay whenever the death of their immediate family member occurs. Immediate family for purposes of this Article is defined to include the following: employee's parent, stepparent, parent-in-law, brother, stepbrother, sister, stepsister, spouse, children, stepchildren, grandparent, step grandparent, grandchild, step-grandchild or child of spouse, former legal guardian, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or domestic partner.

Any authorized leave necessary in excess of three (3) days shall be chargeable to annual leave, as approved by the Department Head.

Employees shall be entitled to five (5) working days leave with pay whenever the death of an immediate family member necessitates traveling out of state or the country. Any authorized leave necessary in excess of five (5) days shall be chargeable to annual leave, as approved by the Department Head.

Employee is to fill out "Leave Request" form for submission with employee's timesheet upon return from bereavement leave to document the time used.

When utilizing Bereavement Leave, in addition to completing a Leave Request form, employees will also be required to complete a Bereavement Leave Request and Acknowledgement form, available on the City's shared drive. Falsification of the form or inappropriate use of the Bereavement Leave benefit could result in discipline up to and including termination. The Bereavement Leave Request and Acknowledgement form is to be submitted with the employee's timesheet and Leave Request.

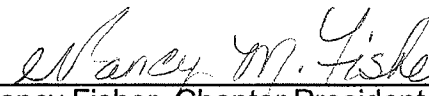
Bereavement use shall be limited to 60 hours per calendar year. Beyond 60 hours per year, employees will be required to take Annual Leave.

This Side Letter of Agreement is executed this 14th day of November, 2017, by the employer-employee relations representative whose signatures appear below for their respective organizations.

**Service Employees International Union,
Local 721:**




Aram Agdaian, Chief Negotiator



Nancy Fisher, Chapter President

City of Simi Valley:



Eric J. Levitt, City Manager