

WAYNE STATE UNIVERSITY

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Internal Correspondence

Date: January 8, 2009

To: Vice Presidents, Deans, Chairs, Directors, Supervisors, Business Managers

From: A.L. Rainey, Jr., ^{AR} Director, Labor Relations

Subject: Any Purpose (AP) [Personal Leave] Days –
UAW Staff Association, Local 2071

It is our understanding that some schools/colleges/divisions have been allowing UAW Staff Association Local 2071 employees to utilize Any Purpose/Personal Leave Days in increments of less than one full work day. The collective bargaining agreement provides that Staff Association bargaining unit employees shall receive five (5) Any Purpose Days per contract year (August 1st through July 31st). However, the five days should be utilized in full day increments.

When the contract language was negotiated, the full day principle was clear, and that concept is still understood by both Staff Association Local 2071 officials and WSU management. Both sides agreed to administer these five (5) Any Purpose/Personal Leave Days in *full day increments*.

New Staff Association employees must complete nine (9) months of service before they are eligible to use Any Purpose/Personal Leave Days. Days are not to be used as extensions of a holiday or vacation period, nor are they to be used consecutively, except in verifiable emergency situations.

Any Purpose/Personal Leave Days shall be scheduled in advance, whenever possible. However, two of the five Any Purpose/Personal Leave Days require notice to the supervisor by at least noon of the day prior to taking the "day," for the employee to be eligible for pay. This language is unique to Staff Association, Local 2071.

It is recommended that our management officials adhere to the agreed-upon contract language, which for some reason has been misconstrued over time. Staff Association bargaining unit members who are unclear about this contractual principle may contact their local Staff Association union office at (313) 895-2581. Management officials may contact Labor Relations, for clarification, at the department phone number provided above.

Thank you.

cc: Judy McClusty, Staff Association-Local 2071, File