LABOR RELATIONS
MAY 16 2006
DIVISION

County of San Diego

DEPARTMENT OF HUMAN RESOURCES
LABOR RELATIONS DIVISION
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LETTER OF UNDERSTANDING BETWEEN THE COUNTY OF SAN DIEGO AND THE PUBLIC DEFENDER ASSOCIATION OF SAN DIEGO COUNTY (PD & PM UNITS)

VOLUNTARY TIME OFF (VTO)

This attests to and records the agreement of the County of San Diego and Public Defender Association of San Diego County (PD & PM Units) regarding the continuation of a Voluntary Time Off Program (VTO).

VOLUNTARY TIME OFF.

1. **Definition.**

   Notwithstanding any other leave provision, the appointing authority may grant an eligible permanent or probationary employee a voluntary leave of absence without pay with right to return to the same position. The employee's request for Voluntary Time Off shall be for the personal reasons of the employee to handle his/her personal affairs.

2. **Conditions.**

   Voluntary Time Off (VTO) is subject to the following conditions:

   (a) Shall be taken in increments of one full hour for all eligible employees.

(b) Credits toward sick leave, vacation, retirement, and holiday eligibility shall accrue as though the employee were on paid status. The County shall pay for each employee the required retirement contribution consisting of the County's required contribution and the employee's required contribution. The County's payment of the employee's required contribution shall include the County's retirement contribution offset.

(c) Shall apply toward time in service for step advancement, completion of probation, and toward seniority for purposes of layoff.

(d) Shall be granted without requiring employees to first use accumulated vacation and compensatory time off.

(e) Shall be available only to employees who are on paid status the entire workday immediately before as well as immediately after time taken off.

(f) Shall not be available to employees on other leave without pay, nor shall it be used in combination with paid leave which must be exhausted prior to commencing other leave without pay.

(g) Voluntary Time Off authorized per biweekly pay period shall not exceed one-half of the employee's total number of authorized hours for the biweekly pay period and, VTO shall not be used in more than two consecutive pay periods at a time.

3. **Duration**.

This provision shall only be operative through June 30, 2007 and may be extended by mutual agreement of the parties.

4. **Administration**.

The administration of the VTO program is subject to the rules and requirements of the Auditor & Controller.

FOR THE COUNTY OF SAN DIEGO:

SUSAN M. BRAZEAU
Labor Relations Manager

Dated: 5/2/06

FOR THE PUBLIC DEFENDER ASSOCIATION OF SAN DIEGO COUNTY (PD & PM UNITS):

JOSEPH KOWNACKI
President

Dated: 5/15/06