

**MEMORANDUM OF UNDERSTANDING
REGARDING VACATIONS, TEMPORARY ASSIGNMENTS, AND DETAILS
DURING COVID-19 RESTRICTIONS
AFSCME COUNCIL 31
and
THE STATE OF ILLINOIS**

It is imperative that the State of Illinois take necessary steps to maintain our mission to provide critical services to the people of our state while adhering to public health guidance to prevent the spread of the COVID-19 virus. In order to take essential precautions that allow the State of Illinois and AFSCME Council 31 to prioritize the safety and health of the state workforce, the parties agree as follows.

Article X, Section 5 and Section 6 of the collective bargaining agreement between AFSCME Council 31 and the Department of Central Management Services states the following:

Section 5. Vacation Schedules

...[O]nce scheduled vacation is approved it will only be canceled if the Employer's operating needs require that employee's services...

Section 6. Vacation Schedules by Seniority

By January 31 of each calendar year, employees may submit in writing to the Employer their preferences for different time periods for vacation, provided an employee may not submit more than three (3) preferences. Such request may include vacation through the end of February of the following calendar year. In establishing vacation schedules, the Employer shall consider both the employee's preference and the operating needs of the agency...

As such, the parties agree that employees covered by this agreement will be allowed to cancel vacations prescheduled to be taken after the employee received their letter designating their work location (onsite, remote, or on call) through March 31, 2020 provided that the employee was available for work. Those employees who had prescheduled time to extend leaves of absences, will not fall under this resolution. Employees who applied for time off after notification of their status due to being unavailable will also not fall under this resolution. Those employees who have prescheduled vacation time to be taken between March 31 and May 31, 2020, shall be allowed to cancel such time and/or the employer shall be allowed to cancel if there is an operational need for that employee to be working. If an employee was already on vacation and could not return for any reason, such employees time off will remain in place.

The parties further agree that all time limits set forth in Article XIV, Section 3 and Section 5 of the collective bargaining agreement shall be tolled through May 31, 2020 and may be extended by mutual agreement of the parties. The Employer will endeavor to rotate such assignments in accordance with the collective bargaining agreement. The parties understand that there may be a need to ask for similarly situated employee within other agencies within the same classifications and/or series to cover emergency needs.

Any waiving—whether express or implicit--of time limits or other obligations of the employer or union under the

collective bargaining agreement or state labor law in order to allow for rapid response to the coronavirus pandemic shall not be precedent-setting and shall in no way prejudice the employer or union's right to enforce such provisions in the future.



For the State of Illinois

3-31-2020

Date



For AFSCME Council 31

3/31/20

Date