



Sacramento
Employment and
Training
Agency

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(916) 263-3800**

**Head Start
(916) 263-3804**

Website: <http://www.seta.net>

September 13, 2023

Wendy Pelletier, Business Agent
American Federation of State, County
and Municipal Employees District
Council 57, Local 146, AFL-CIO
2295 Gateway Oaks Drive, Suite 140
Sacramento, California 95833

Re: Letter of Understanding on Winter Holiday Closure in 2023

Dear Wendy:

This is to confirm the agreement of the Sacramento Employment and Training Agency (SETA) and the American Federation of State, County and Municipal Employees District Council 57, Local 146, AFL-CIO (AFSCME) to a letter of understanding regarding the closure and use of time of all Agency facilities during the Winter Holiday season. Specifically, it is agreed as follows:

1. The Agency facilities will be closed from Friday, December 22, 2023 through January 2, 2024, for a total of fifty-six (56) hours.
2. Employees eligible for holidays will receive holiday credit of four (4) hours, or prorate thereof, for December 24th and December 31st, and eight (8) hours, or prorate thereof, for December 25th and January 1st, for a total of twenty-four (24) hours.
3. Employees will receive an additional administrative leave for the remaining thirty-two (32) hours or prorate thereof only in 2023, without establishing a precedent.

If this is your understanding of the agreement reached, please sign and date as indicated below and return one copy to my office. I have enclosed an additional original for your files.

Sincerely,

Dee Contreras
Labor Relations Consultant

AGREED TO:



Wendy Pelletier
Business Representative, AFSCME

DATE:

9/03/23