

**SIDE LETTER AGREEMENT
BETWEEN THE SUNNYVALE MANAGERS ASSOCIATION
AND
THE CITY OF SUNNYVALE**

This side letter is entered into by and between the Sunnyvale Managers Association ("SMA") and the City of Sunnyvale ("City").

RECITALS

- A. The Memorandum of Understanding ("MOU") between the City and SMA expires on June 30, 2019.
- B. The MOU provides for bereavement leave when certain relatives die, including the step-parents of employees. The MOU does not provide bereavement leave for the death of a step-parent of an employee's spouse or registered domestic partner.
- C. In negotiations with other bargaining units, the City has agreed to add the step-parent of an employee's spouse or registered domestic partner to the list of relatives for which bereavement leave is authorized.
- D. The City has been making an effort to make administrative rules uniform among employee groups whenever possible to promote administrative efficiencies.
- E. The parties are both agreeable to adding the step-parent of an employee's spouse or registered domestic partner to the list of relatives for which bereavement leave is authorized.

AGREEMENT

The City and SMA hereby agree as follows:

- 1. Article 14 - Section 14.3 of the MOU Bereavement Leave shall be amended to read as follows to allow bereavement leave where death has occurred to the step-parent of the employee's spouse or registered domestic partner:

14.3 Bereavement Leave

Employees are entitled to bereavement leave where death has occurred to an employee's:

spouse or registered domestic partner, father, step-father, mother, step-mother, son, daughter, brother, sister, grandparents, or grandchildren, or to the father, step-father, mother, step-mother, son, daughter, brother, or sister, grandparents or grandchildren of an employee's spouse or registered domestic partner.

Employees are entitled to bereavement leave in an amount not to exceed 40 work hours per eligible incident immediately upon employment. Except as provided herein, all bereavement leave must be used within six calendar months of the date of the eligible incident. Employees who are designated as the

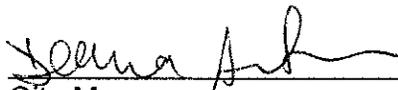
executor for a qualifying decedent's estate may use bereavement leave beyond the six month limitation. Any use of bereavement leave more than six months after the eligible incident requires the approval of the Human Resources Director.

The City reserves the right to require proof of death from the employee including, but not limited to: death certificates, obituaries, and funeral cards.

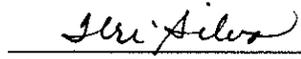
2. All other provisions of the SMA MOU shall remain in effect.

Agreed to this 29th day of September 2016.

FOR THE CITY

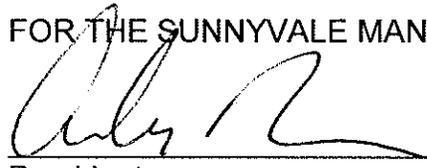


City Manager

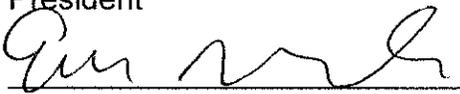


Human Resources Director

FOR THE SUNNYVALE MANAGERS ASSN.



President



Vice-President