

**VACATION LEAVE TRANSFER SIDE LETTER OF AGREEMENT**

**BETWEEN**

**CITY OF HAYWARD**

**AND**

**INTERNATIONAL ASSOCIATION OF FIREFIGHTERS (IAFF)**

**LOCAL 1909 & HAYWARD FIRE OFFICERS ASSOCIATION (HFOA)**

Employees may transfer up to one-hundred and twenty (120) hours of accrued vacation leave each calendar year. All vacation leave transfer requests will be paid directly into the employee's Trust account or qualified deferred compensation plan on behalf of the employee in accordance with Section 6.12 of the agreement.

All requests for vacation leave transfer shall be submitted through Employee Self-Service (ESS) by completing the Request for Leave Cash Out Form.

To be eligible for vacation leave transfer all fifty-six (56) hour employees must have used a minimum of ninety-six (96) hours of vacation in the twelve (12) months preceding submission of the request and have at least forty-eight (48) hours of vacation leave remaining after the transfer.

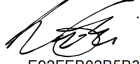
To be eligible for vacation leave transfer all forty (40) hour employees must have used a minimum of eighty (80) hours paid vacation in the twelve (12) months preceding submission of the request and have at least forty (40) hours of vacation leave remaining after the transfer.

Employees excluded from Trust contributions in accordance with Section 6.12-B(1) shall receive a cash payout or transfer into a qualified deferred compensation plan for accrued vacation leave in lieu of transfer to the Trust.

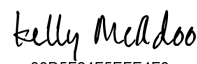
Effective January 1, 2025, employees who intend to receive a cash payout for vacation leave shall submit an irrevocable request to do so in the calendar year preceding the year in which the payout is to be processed. For leave cash out between January 1, 2024 and December 31, 2024 only, requests for cash out may be received and processed through December 1, 2024.

For International Association  
of Firefighters, Local 1909:

For the City of Hayward:

DocuSigned by:  
  
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Andrew Ghali  
Union President

2/29/2024  
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Date

DocuSigned by:  
  
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Kelly McAdoo  
City Manager

2/29/2024  
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Date

DocuSigned by:  
  
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Brittney Frye  
Human Resources Director

2/28/2024  
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Date