



OFFICE OF THE CHANCELLOR

March 3, 2021

Mr. Todd Spaulding  
President  
State College and University Professional Association  
Clarion University of Pennsylvania  
840 Wood Street  
Clarion, PA 16214

RE: Deadline to use Excess Carryover Leave

Dear Mr. Spaulding:

Due to the continuing state-of-emergency related to the coronavirus pandemic, the Pennsylvania State System of Higher Education (State System) proposes the following arrangement regarding excess annual leave and personal leave carried over from calendar year 2020 (the balance of which includes 2019 excess annual leave and personal leave for employees who exceeded their 2019 maximum) into calendar year 2021.

Article 18, Section 8 of the State College and University Professional Association (SCUPA) collective bargaining agreement (CBA) states in part:

Unused annual leave shall be carried over from one calendar year to the next provided that in no case shall the amount thus carried over exceed forty-five (45) days. However, employees will be permitted to carry over annual leave in excess of the forty-five (45) day limit into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this Section which are not scheduled and used during the first seven (7) pay periods of the next calendar year will be converted to sick leave, subject to the 300 day limitation...

In addition, Article 20, Section 5 of the SCUPA CBA states:

Personal leave days shall be noncumulative from calendar year to calendar year. However, professional employees will be permitted to carry over personal leave days into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this section, which are not scheduled and used during the first seven (7) pay periods of the next calendar year, will be lost.

The current deadlines associated with this seven (7) pay period extension are approaching on April 9, 2021. In recognition of the fact that the current state-of-emergency related to the coronavirus pandemic may deprive many employees of their normal opportunities to schedule and use such excess leave, the State System proposes that the parties extend the



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date and permit employees to continue carrying their excess annual leave and personal leave through the first seven (7) pay periods into the 2022 leave calendar year. Any excess annual leave and personal leave carried over in this manner will otherwise be subject to the requirements of Article 18, Section 8 or Article 20, Section 5, as applicable.


If you are in agreement with this understanding, please sign below and return a copy to my office as soon as possible.

Sincerely,

Brian A. Mbuu  
Assistant Vice Chancellor for Labor Relations

c: University Presidents  
University Legal Counsel  
Human Resource Directors

By electronic mail

 3/4/2021  
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Todd Spaulding Date  
On Behalf of SCUPA



CALU

