

Use of Vacation and Sick Leave in Half-Hour Increments for Part-Time Relief Officers

This Side Letter of Agreement ("Side Letter") is entered into by and between [The Walters Art Museum] ("the Employer") and [Walters Workers United (WWU), AFSCME Council 3] ("the Union") and shall be deemed a supplement to the Collective Bargaining Agreement ("CBA") currently in effect between the parties.

Purpose

The purpose of this Side Letter is to provide flexibility in the use of accrued leave for part-time relief officers while maintaining operational needs.

This Side Letter clarifies the use and accounting of accrued leave for part-time relief officers to ensure they are neither under- nor over-charged, while maintaining operational needs.

Agreement

Effective March 16, 2026, the Employer agrees to permit part-time relief officers to use accrued vacation leave and sick leave in increments of one-half (.5) hour, subject to the following conditions:

1. Leave must be requested and approved in accordance with existing scheduling, call-out, and supervisory approval procedures outlined in the CBA and applicable departmental and institution policies.
2. The use of leave in half-hour increments shall not result in overtime obligations or additional staffing costs beyond those otherwise required by the CBA.
3. All other terms and conditions governing the accrual, use, and administration of vacation and sick leave for part-time relief officers shall remain unchanged unless expressly modified by this Side Letter.

No Precedent / No Waiver

This Side Letter is non-precedential and shall not be cited or relied upon in any other negotiations, grievances, or arbitration proceedings except to enforce its specific terms. Except as expressly set forth herein, all provisions of the CBA remain in full force and effect.

Term

This Side Letter shall remain in effect only for the duration of the current CBA, unless modified or terminated by mutual written agreement of the parties, and shall automatically expire and have no further force or effect upon the expiration of the current CBA.

For the Employer:

Name: Kate Burgin

Title: Executive Director & CEO

Date: 08/07/2026

For the Union:

Name: [Signature]

Title: Dir of collective Barg

Date: 8/10/26