



HUMAN RESOURCES
STAFF HR SERVICES
UNIVERSITY OF MICHIGAN

November 25, 2025

Ms. Penni Toney, President
UMMAP/AFT Michigan Local 6739

Re: Season Days for UMMAP Unit Members in Campus Departments

Dear Penni:

This Letter of Agreement is to memorialize our recent discussion regarding how Season Days will be reported for UMMAP unit members in Campus-based departments.

The UM-UMMAP 2024-2027 collective bargaining agreement provides in Article 18, Section B, that unit members in Campus departments will receive 32 hours of Paid Time Off (PTO) added to their PTO banks annually in December, to account for Season Days that are observed on Campus. The intent of this provision was to ensure that unit members in Campus departments that are closed or have reduced operations between December 25 and January 1 each year have paid time to cover periods when their departments may not have work for them.

After discussion of the most efficient way to implement the intent of this language, the parties have agreed that in lieu of the University adding 32 hours of PTO annually to the banks of all unit members in Campus departments, UMMAP unit members in Campus departments will continue to report Season Days on their timesheets, and be paid, consistent with past practice, as follows:

- a. A Campus employee who is scheduled to be off work for part or all of a Season Day will report SEA on their timesheet for any regular hours not worked and will be paid their regular rate of pay plus shift premiums, if applicable.
- b. A Campus employee who works part or all of a Season Day will report SEW for the hours worked, will receive their regular rate of pay plus shift premiums, if applicable, for the hours worked, and will also receive an equivalent amount of PTO added to their PTO bank for use on another day pursuant to their Department's standard procedures for requesting PTO.
- c. A Campus employee is entitled to a maximum of 32 hours of paid time off work in observance of Season Days, as either time scheduled off work on the Season Day itself, or PTO added to their bank for working on a Season Day, or a combination thereof.

This approach will provide the same benefit that was intended by the parties during negotiations, while also ensuring that no unit member in a Campus department is at risk of having no PTO available if their department does not have work for them during Season Days. If these terms reflect your understanding of our agreement, please so indicate by your signature below.

Very truly yours,
Wade Baughman
Wade Baughman
Associate Director, Labor Relations

For the Union:

By: _____

Penni M. Toney
Penni Toney, President, UMMAP

Date: _____

11-25-25