



**SIDE LETTER AGREEMENT BETWEEN THE CITY OF  
PETALUMA AND THE PEACE OFFICERS ASSOCIATION  
OF PETALUMA (POAP), UNIT 6  
LEAVE PAYOUTS**

The City of Petaluma (“City”) and the Peace Officers Association of Petaluma, Unit 6 (“Association”), are parties to a Memorandum of Understanding effective July 1, 2023 through June 30, 2026 (“MOU”). The Parties now wish to clarify the value of leave payouts under the MOU.

This Side Letter of Agreement (SLA) shall be effective the first full pay period following execution by all parties and will affect employee who separated from service on or after that date.

**1. Floating Holidays**

Modify Section 11.5 as follows:

Section 11. Holidays

11.5 Floating Holiday – Payment

Employees not taking the floating holiday by June 30 shall receive payment for the floating holiday at the employee’s base rate in effect at the time of payment. Employees who separate prior to June 30 without taking the holiday off will be paid for the floating holiday at the regular rate of pay in effect at the time of separation.

**2. Vacation**

Add new Section 12.5

Section 12. Vacation

12.5 Vacation - Payment at Separation.

Employees who separate employment shall be paid for all accrued unused vacation leave. Payment shall be made at the employee’s regular rate of pay rate in effect at the time of separation.

### 3. Sick Leave

Modify Section 13.7 as follows:

#### Section 13. Sick Leave

##### 13.7 Sick Leave Payout Upon Retirement

In the event of retirement, an employee who has completed ten (10) years or more with the City of Petaluma shall receive fifty percent (50%) of his or her accumulated but unused sick leave, not to exceed seven hundred (700) hours. Payment shall be made at the employee's base rate in effect at the time of separation.

Effective upon establishment of the Retiree Medical Trust, the City shall pay 75% of this sick leave payout (i.e., 37.5% of up to 700 hours of accumulated sick leave) to the employee at the employee's base rate in effect at the time of separation and shall contribute the remaining 25% (i.e., 12.5% of up to 700 hours of accumulated sick leave) into the Retiree Medical Trust at the employee's base rate in effect at the time of separation. The distribution percentages may be modified consistent with the terms of the Retiree Medical Trust Sideletter.

#### Petaluma Police Officers Association

DATED: January 23, 2024

DocuSigned by:  
  
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Garrett Sholin, POAP President

DATED: January 23, 2024

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Gary Messing, Negotiator

#### City of Petaluma

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Brian Cochran, Assistant City Manager

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