

**City of Richmond and the SEIU Local 1021 Union
Side Letter**

Date: November 10, 2022

Subjects: Partial Holiday Closure (City Curtailment)

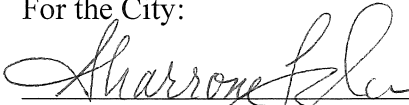
All City offices, with the exception of the Fire Department, Police Department, and any other City office authorized by the City Manager to remain open, will be subject to a partial closure on December 27, 28, 29, and 30, 2022 (please note that Monday, December 26 and Monday January 2 are existing City holidays, and as such, all City offices are closed). Employees will be required to use one of the following options to account for their time off during the curtailment:

- 1) Take unpaid time off during the curtailment
- 2) Take paid accruals (vacation, floating holidays, administrative leave, or compensatory time) during the curtailment
- 3) To be allowed to work during the curtailment if they choose.

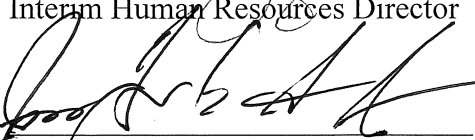
All employees in the Fire Department, Police Department, or any other City office that are authorized by the City Manager to remain open, who are required to work on any the above days as part of their regularly scheduled shift, are exempt from the requirements listed in the preceding paragraph.

This Agreement embodies all items agreed upon by and between the Parties regarding the Partial Holiday Closure (City Curtailment).

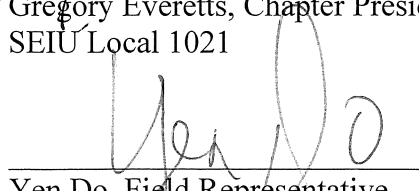
For the City:



Interim Human Resources Director



Gregory Everetts, Chapter President
SEIU Local 1021



Yen Do, Field Representative
SEIU Local 1021 Union Staff