

**MEMORANDUM OF AGREEMENT**  
**By and Between the BHE and Association of Professional Administrators**  
**On Extension of New Vacation Cap**

In light of the current COVID-19 pandemic and the resulting operational needs of the state universities and community colleges as well as the needs of unit members, the BHE/State Universities and the Association of Professional Administrators hereby agree as follows:

1. The parties agree to amend the parties' present collective bargaining agreement, including Article VII C 2 as follows:

The universities agree to extend the deadline for use of vacation leave over the 375 hour cap to June 30, 2021, on a case-by-case basis. Per the terms of the parties' collective bargaining agreement, all accrued vacation time over 375 hours will be rolled into and/or converted into the employee's sick leave accrual for a final time on June 30, 2021 and following this last rollover/conversion, employees' vacation hours over the limit of 375 hours will be forfeited on the first pay periods after November 1 and May 1, unless otherwise agreed to by the parties. Administrators who are unable to work down their vacation leave below the 375 hour cap by March 1, 2021, are expected to demonstrate by February 15, 2021, that they made a request in writing for vacation leave to their supervisor and the request was denied. Moreover, no administrator shall be paid more than 375 hours of vacation leave should their employment with the University be terminated for any reason.

2. All other provisions of the parties' collective bargaining agreement remain in full force and effect.

BHE

Association of Professional Administrators

By: /s/ Michael J. Murray

By:

Michael J. Murray  
Director of Employee and Labor Relations  
Massachusetts Department of Higher  
Education  
Dated: 12/9/20

Name: Sherry Houa  
Title: President, APA  
Dated: 12/9/2020