

**LETTER OF AGREEMENT BETWEEN HENRY FORD COLLEGE  
AND SUPPORT STAFF ORGANIZATION (SSA)**

This non-precedent setting letter of agreement ("Agreement") is executed by and between Henry Ford College ("Employer"), and the Henry Ford College Support Staff Association (HFC-SSA), collectively referred to as the "Parties" as follows:

Effective September 1, 2020 through June 30, 2021, the Parties agree to a temporary modification of the current HFC-SSA Collective Bargaining Agreement (CBA) provisions that are related to the following Articles, as necessary in response to changes related to the workforce during COVID-19 pandemic:

- Article 16(B) (6) –Unpaid Personal Leaves of Absence – General Purpose or Personal Leave

**General Purpose or Personal Leave**

- a. General purpose or personal leave may be granted to an employee upon request subject to the approval of the Vice President of Strategy and HR.
- b. Request for leave must be submitted in writing to the Office of Human Resources at least **thirty (30) calendar days** prior to the date leave is to begin.
- c. Request to return from leave must be received at least thirty (30) calendar days prior to the termination of the leave.
- d. The maximum allowable general purpose or personal leave is ninety (90) calendar days.

All other terms of the Article remain unchanged.

The Parties agree that the Employer has the right to discontinue this Agreement with a 24-hour written notice, including explanation to the SSA, and that the Employer decision to discontinue this limited modification is not subject to the grievance process. If the Agreement is not terminated by the Employer prior to the expiration date, the Parties agree to meet on or before June 30, 2021 to evaluate whether this limited term Agreement should be continued, changed, or cancelled.

For HFC

LHolley 12/11/2020

LaDonna Holley, Executive Director HR

For SSA

Kimberly Kaier 12/10/2020

Kimberly Kaier, SSA President