

## Letter of Agreement by and between Lansing Community College and Michigan Association of Higher Education (MAHE)

February 17, 2025

The parties agree to convert the Paid Personal Leave benefit for Part-Time Bargaining Members, from hours to days as noted in the language from Article XXII, B, 9 – Paid Personal Leave for Part-Time Faculty.

*Part-time Teaching Faculty and Academic Professionals who work at least a total of 75% of a full-time load in the previous academic year will be granted 3 days (up to 20 hours) of personal leave which may be used during the upcoming academic year. Hours must be reported to the employee's supervisor in the same manner as other planned or unplanned absences.*

This Paid Personal Leave benefit change shall be effective at the start of the 2025-26 academic year and will continue to be in effect through the remainder of the current bargaining agreement which ends on 08/11/2029. The parties agree that the Paid Personal Leave must be used in increments by the day, not hours. The 3-day increment total cannot exceed the 20 hours of personal time allowed.

This Letter of Agreement is a full and complete agreement; its provisions are not to be considered as precedent for any other or future situations; it shall supersede any contract provision of any other agreements of the parties, including the parties' Collective Bargaining Agreement.

The parties have voluntarily entered into this Letter of Agreement, which represents their full understanding regarding the matters addressed herein and which may not be modified except by written agreement signed by the College and MAHE.

### Signatures

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*Dawn Cousino*  
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Dawn Cousino, Labor Relations Director

2/23/2025

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Date

Signed by:  
*Eva Menefee*  
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Eva Menefee, MAHE President

2/25/2025

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Date