City of Houston Hope Leave Pool HLP Opt Out/Revocation Notice for 2010

IMPORTANT NOTICE

The Meet and Confer Agreement (MCA) between the city and the Houston Organization of Public Employees (HOPE), ratified and approved by City Council, went into effect March 26, 2008, and is effective through June 30, 2011. The MCA created a HOPE Leave Pool (HLP). The HLP is for use only by designated HOPE members/representatives participating in HOPE city-related activities or HOPE business associated with the contract. The HLP is funded by a mandatory, automatic deduction of 1 hour of vacation time each contract year from all Bargaining Unit Members, except those who decline to participate by opting out. The MCA defines the Bargaining Unit as all municipal employees except elected officials and department directors. The next deduction will be taken from your accrued vacation on July 30, 2010 paycheck, unless you previously opted out or you opt out between May 1 and May 31, 2010.

Any Bargaining Unit Member whose hire date is July 9, 2009, or earlier who did not previously opt out during one of the previous opt-out periods (March 26, 2008 to April 25, 2008 or May 1, 2009 to May 31, 2009) and who has at least 1 hour of accrued vacation, or any Bargaining Unit Member who subsequently donated vacation leave after initially opting out, will have the HLP deduction taken from their accrued vacation balance, unless they opt out during this opt out period (May 1 - 31, 2010).

If you **do not** want 1 hour of vacation time donated to the HOPE Leave Pool and did not previously opt out complete the form and give it to your departmental HR Liaison no later than Monday, May 31, 2010. If you opt out now, your opt out is effective through June 30, 2011, unless you decide to donate additional time later by completing the HOPE Leave Pool Donation Form.

Please print legibly, and sign in blue or black ink.

I do NOT want to donate one hour of vacation to the HOPE Leave Pool. I understand that this form must be submitted between May 1 – May 31, 2010. I will submit it to my departmental HR Liaison to forward to my payroll representative for processing and I will send a copy to HOPE. I can decide to donate after this cancellation at any time by submission of an approved HOPE Leave Pool Donation form.

I, _____, ____, hereby opt out of the (Print Name) (Employee Number)

mandatory deduction of one hour of vacation time to the HOPE Leave Pool.

Signature

Date

Department

Division

Submit to your departmental HR Liaison by May 31, 2010. Send a copy to HOPE, 4299 San Felipe, Suite 200, Houston, Texas, 77027, and retain a copy for your records.

Form hope-hlpr (04/10)