



# CITY OF LA CROSSE

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## LEGISLATION STAFF REPORT FOR COUNCIL

File ID	25-1366	Caption	Resolution approving a Sick Leave and Personal Business Days Conversion Memorandum of Understanding (MOU) between the City of La Crosse and the International Association of Firefighters, Local #127.
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### Staff/Department Responsible for Legislation

Human Resources

### Requestor of Legislation

Rebecca Franzen - Director of Human Resources  
Jeffrey Schott - Fire Chief

### Location, if applicable

### Summary/Purpose

It was discovered that when an employee transfers from day shift to platoon shift, or platoon shift to day shift, the amount of time being converted was being done incorrectly based on the intent of the CBA.

The MOU is creating a written procedure for what conversion rate will be used. Additionally, it was discovered that the amount of personal business days listed was greater than what was negotiated. In the 2025 – 2027 CBA, day shift employees may use up to five (5) days of accumulated sick leave credits in each calendar year for personal business, provided, however, that employees shall notify their supervisor at least twenty-four (24) hours prior to the time requested off.” It should be three (3) days of accumulated sick leave credits. Due to the new conversion factor being implemented, the new amount of time for personal business days for day shift employees will be 26 hours.

### Background

The 2025 -2027 CBA does not address how the City converts vacation time when an employee goes from a day shift schedule (2080 hrs./yr.) to a platoon shift schedule (2912 hrs./yr.) This MOU creates an established practice how the Human Resources department calculates the conversion of personal business days upon transferring between shift types (i.e. day shift and platoon).

### Fiscal Impact

No fiscal impact as personal business days come from sick leave time for employees. Salaries for staff are already fully budgeted for.

### Staff Recommendation

Staff recommends approval of the MOU.