MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY OF WASHINGTON AND WFSE LOCAL 1488

The parties have agreed to the following regarding vacation leave usage policies:

A. The parties agree that the 2017-2019 UW-WFSE collective bargaining agreement language should be modified to say the following:

ARTICLE 17 – VACATIONS

17.1 <u>Accrual</u>. Employees will accrue vacation leave during the new hire probationary period, but may not use vacation leave until six months of continuous employment.

15 The current accrual schedule for full-time employees (prorated for part-time), to be credited monthly, is as follows:

Length of Service	Hours Per Month	Days/Hours Per Year
1 st year	8.00	12/96
2 nd year	8.67	13/104
3 rd year	9.33	14/112
4 th year	10.00	15/120
5 th year	10.67	16/128
6 th year	11.33	17/136
7 th year	12.00	18/144
8 th year	12.67	19/152
9 th years	13.33	20/160
10 th year	14.00	21/168
11 th year	14.67	22/176
$12^{th} - 19^{th} year$	15.33	23/184
$20^{th} - 24^{th}$ year	16	24/192
25 th year or more	16.67	25/200

17.2 The annual vacation schedule in each work unit shall be established in the existing departmental manner or as follows:

a. Twice each year, on or about April 1 and October 1, a vacation request sheet shall be circulated to the bargaining unit employees. Each employee shall be given the opportunity to indicate his or her preference of a vacation time period for the subsequent six (6) months. Supervision shall endeavor to schedule vacations according to the employee's wishes. In the event that two or more bargaining unit employees from the same unit request the same vacation period and supervision must limit the number of persons who may take leave at one time due to work requirements, preference shall be determined by departmental seniority. If departmental seniority is equal, the determination will be decided by lot.

- b. Supervision shall post the vacation schedule by May 1 and November 1, which shall remain in effect for each succeeding six (6) months period, that is, June 1 through November 30, and December 1 through May 31, respectively. Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision. However, in no case shall an employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

c. Employees may make a supplemental vacation request (those made outside the provisions of 17.2(a) at any time. Such supplemental requests shall not take precedence over requests scheduled in accordance with 17.2(a). Individual vacation periods may be changed at any time by mutual agreement between the employee(s) concerned and supervision; however in no case shall an employee's scheduled vacation interfere with the necessary work of the organization, the determination of which shall rest with supervision.

An employee who makes a supplemental vacation request will be notified whether the request is approved or denied within a reasonable period of time, but in no case more than fourteen (14) calendar days after the supplemental vacation request is submitted.

17.3 Any bargaining unit employee who may be transferred to another unit or removed from the bargaining unit by promotion or transfer shall alter his/her preferred vacation period if in conflict with a previously established vacation schedule.

17.4 <u>Vacation Denial</u>. When an employee's vacation cannot be approved, the supervisor shall schedule the employee's vacation at the next earliest date requested by the employee if available and deemed possible by the supervisor.

17.5 <u>Vacation Cancellation</u>. In the event that the University cancels an employee's scheduled vacation, leaving no time to reschedule such vacation before the employee's maximum balance will be reached, the employee's vacation balance will be permitted to exceed the allowable maximum and the employee will continue to accrue vacation for a period of up to six (6) months in order to allow rescheduling of the employee's vacation.

17.6 <u>Holiday Rotation</u>. Vacation requests filed in accordance with 17.2 for the week including Thanksgiving and the weeks including Christmas Day and New Year's Day shall be granted on a rotating basis. The rotation will begin with the most senior person and shall proceed in that order until all staff wishing to take vacation leave during those holiday periods have done so. No employee shall be granted more than one (1) of the aforementioned weeks in a single year, unless there are no other interested employees and the department is able to grant the request based on operational needs.

 17.7 <u>Vacation Leave Accumulation</u>. An employee may accumulate a vacation balance which normally shall not exceed two hundred forty (240) hours. An employee may elect to accrue in excess of two hundred forty (240) hours but must receive approval to use the excess balance prior to the next anniversary date or lose those hours accrued in excess of two hundred forty (240).

17.8 <u>Vacation Leave Cash Payment</u>. Any permanent employee who has been employed for at least six continuous months, who resigns or retires, is laid-off or is terminated by the University shall be entitled to accrued vacation pay.

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Dated **Sept 27** 2017 1

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Banks Evans

4 5 6 For the Employer

Jennifer Dixon For the Union