

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE STATE OF WASHINGTON
COALITION OF COMMUNITY COLLEGES
AND
WASHINGTON PUBLIC EMPLOYEES ASSOCIATION

COVID-19 Modifying Article 18.11 Personal Leave

Currently, the collective bargaining agreement between the State of Washington Coalition of Community Colleges and the Washington Public Employees Association (WPEA) contains provisions to allow two (2) personal leave day(s) per fiscal year. Employees must use the personal leave day(s) by June 30, 2020, or they will lose this benefit.

Article 18.11(C) is hereby modified for the remainder of the term of the collective bargaining agreement to reflect the following:

- 1) Employees will be allowed to carryover an unused personal leave day(s) into the next fiscal year if an employee meets the following requirements:
 - a) The Employee has been continuously employed for more than four (4) months as a regular full time or regular part time employee and;
 - b) During the COVID-19 emergency declaration, the employee is/was required to report to a physical worksite to perform essential work or the employee has been working remotely but has been restricted from taking leave at the request of the employer, and;
- 3) The employee is/has been prohibited from the use of any accrued leave time for purposes other than sick leave as the result of the COVID-19 pandemic, and
- 4) The employee notifies the employer at least five (5) calendar days before June 30, 2020 of their intent to roll the days over into the next biennium.

Employees who meet the above criteria will be provided an extension for their use of the personal leave day(s) until June 30, 2021.

Dated: June 18, 2020

For the Employer



Kelly M. Woodward, Labor
Negotiator
OFM/State Human Resources

For the Union



Lane Hatfield, Contract Administration
Director
WPEA
