

1 **MEMORANDUM OF UNDERSTANDING**
2 **BETWEEN**
3 **THE UNIVERSITY OF WASHINGTON (UNIVERSITY)**
4 **AND**
5 **THE WASHINGTON FEDERATION OF STATE EMPLOYEES (UNION)**

MOU – Engrossed Substitute House Bill 1875

6 Effective July 27, 2025, the parties agree that Article 18 Sick Time Off of the 2025-2027
7 UW-WFSE collective bargaining agreement will be amended to reflect the following
8 based on Engrossed Substitute House Bill 1875. This MOU expires upon
9 implementation.

10 **ARTICLE 18 – SICK TIME OFF**

11 **18.1. Sick Time Off.**

12 **A. Accrual.**

13 Full-time employees (prorated for part-time) shall accrue eight (8) hours of sick
14 time off for each month of completed regular monthly service. Full-time and part-
15 time employees with unpaid time off exceeding 80 hours in a month (prorated for
16 part-time) will earn a monthly accrual proportionate to the number of hours in pay
17 status, in the month to that required for full-time employment. Employees working
18 less than a full-time schedule will earn a monthly accrual proportionate to the
19 number of hours in pay status, in the month to that required for full-time
20 employment. Sick time off accruals must not exceed eight hours in a month and
21 may not be used in advance of the accrual.

22 **B. Sick Time Off – Use.**

23 Sick time off shall be allowed to an employee under the following conditions:

- 24 1. Because of and during illness, disability or injury which has incapacitated
25 the employee from performing required duties.
- 26 2. By reason of exposure of the employee to a contagious disease during
27 such period as attendance on duty would jeopardize the health of fellow
28 employees or the public.
- 29 3. When an employee's child's school or place of care has been closed for a
30 health-related reason or after the declaration of an emergency by a local
31 or state government or agency, or by the federal government.
- 32 4. Because of a health condition of a family member that requires treatment
33 or supervision, or that requires the presence of the employee to make
34 arrangements for extended care.

35 Family members includes biological, adoptive, de facto, or foster parent,
36 stepparent, or legal guardian of an employee or the employee's spouse or
37 domestic partner, or a person who stood in loco parentis when the
38 employee was a minor child; sibling, spouse, state registered domestic
39 partner, grandparent, grandchild, or child, regardless of age or
40 dependency status, including a biological, adopted or foster child,

stepchild, child's spouse, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent. Family members include those persons in a "step" relationship. Family member includes any individual who regularly resides in the employee's home or where the relationship creates an expectation that the employee cares for the person, and that individual depends on the employee for care. "Family member" includes any individual who regularly resides in the employee's home, except that it does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

5. To provide emergency child care (as in Article 25) or because of condolence or bereavement (as in Article 26)
6. For personal medical, dental, or optical appointments or for family members' appointments when the presence of the employee is required, if arranged in advance with the Employer.
7. When an employee is required to be absent from work to care for members of the employee's household or family members because of emergencies not covered above.
8. When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW. This time off may be subject to verification that the employee has been approved to receive benefits for paid family and/or medical leave under the Title 50A RCW.
9. If the employee or the employee's family member is a victim of domestic violence, sexual assault, or stalking as defined in RCW 49.76.020. The Employer may require that the request for leave is supported by verification per Administrative Policy Statement 46.8.
10. For an employee to be with a spouse or registered domestic partner who is a member of the armed forces of the United States, National Guard, or reserves after the military spouse or registered domestic partner has been notified of an impending call or order to active duty, before deployment, or when the military spouse or registered domestic partner is on leave from deployment.
11. When an employee requests to use sick time off for the purposes of parental leave to bond with a newborn, adoptive, or foster child for a period of up to eighteen (18) weeks. Sick time off for this purpose must be taken during the first year following the child's birth or placement.
12. To allow the employee to prepare for, or participate in, any judicial or administrative immigration proceeding involving the employee or employee's family member.

C. Use of Vacation Time Off or Compensatory Time Off for Sick Time Off Purposes.

An employee who has used all accrued sick time off may be allowed to use accrued vacation time off and/or compensatory time off for sick time off purposes

when authorized by the employee's departmental supervisor. All available compensatory time must be used prior to accrued vacation time off unless this will result in the loss of vacation time. An employee must be granted the use of accrued compensatory time to care for spouse, domestic partner, parent, parent-in-law, grandparent, minor/dependent child who has a serious health condition; for domestic violence leave; military spouse leave; and when requested as a supplemental benefit (as an example PFML)..

D. Restoration of Vacation Time Off.

In the event of an incapacitating illness or injury during vacation, the employee's supervisor may authorize the use of sick time off and the equivalent restoration of any vacation time off otherwise charged. Such requests shall be in writing, and a medical certificate may be requested.

E. No Abuse of Sick Time Off.

Both parties agree that neither the abuse nor the arbitrary denial of sick time off will be condoned. The Employer and the Union agree to work cooperatively toward the resolution of mutually identified problems regarding the use of sick time off.

F. Sick Time Off Verification. The Employer will not require verification for absences of three (3) consecutive work days or fewer. Such verification or proof may be given to the supervisor/manager or Human Resources according to departmental policy. The Employer will not make unreasonable requests for sick time off verification.

18.2. Sick Time Off Cash Out.

Eligible employees may elect to receive monetary compensation for accrued sick time off as follows:

In January of each year an employee whose sick time off balance at the end of the previous year exceeds four hundred eighty (480) hours may elect to convert the sick time off hours earned in the previous calendar year, minus those hours used during the year, to monetary compensation. No sick time off hours may be converted which would reduce the calendar year end balance below four hundred eighty (480) hours. Monetary compensation shall be paid at the rate of twenty-five percent and shall be based on the employee's current salary. All converted hours will be deducted from the sick time off balance.

Employees who separate from University service due to retirement or death shall be compensated for the unused sick time off accumulation from the date of most recent hire in a leave eligible position with the State of Washington at the rate of 25%. Compensation shall be based upon the employee's wage at the time of separation. For the purpose of this section, retirement shall not include vested out of service employees who leave funds on deposit with the retirement system.

In accordance with state law, former eligible employees who are re-employed within five (5) years of separation shall be granted all unused sick time off credits, if any, to which they are entitled at time of separation.

18.3. Family Care Leave.

In accordance with RCW 49.12 and WAC 296-130, employees shall be allowed to use any or all of their choice of sick leave or other paid time off to care for a family member (as defined above) who has a serious health condition or an emergency condition. Employees shall not be disciplined or otherwise discriminated against because of their exercise of these rights.

Tentatively Agreed To:

For the Union:

For the Employer:

Signed by:
Becky L. Stephens
 Date 6/25/2025
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DocuSigned by:
Asulee Hooten
 Date 6/25/2025
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