

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
THE WASHINGTON FEDERATION OF STATE EMPLOYEES POLICE
MANAGEMENT**

MOU – Engrossed Substitute House Bill 1875

Effective July 27, 2025, the parties agree that Article 11 Sick and Bereavement Time Off of the 2025-2027 UW-WFSE Police Management collective bargaining agreement will be amended to reflect the following based on Engrossed Substitute House Bill 1875. This MOU expires upon implementation.

ARTICLE 11 - SICK AND BEREAVEMENT TIME OFF

11.1 Sick Time Off.

A. Accrual.

Full-time employees (prorated for part-time) accrue eight (8) hours of sick time off for each month of completed regular monthly service. Paid sick time off may not be used in advance of accrual and must not exceed eight (8) hours in a month. Employees working less than a full time schedule shall accrue sick time off on the same prorated basis that their employment schedule bears to a full time schedule.

Employees with unpaid time off exceeding 80 hours in a month (prorated for part-time) will earn a monthly accrual proportionate to the number of hours in pay status, in the month to that required for full-time employment.

B. Sick-Time Off—Use.

Sick time off can be used:

- (1) For the employee's own physical illness, disability, injury, or health condition or for preventative care such as a medical, dental, or optical appointment(s).
- (2) For a family member's illness, injury, or health condition, or disability of preventative care such as medical, dental, or optical appointment(s).
- (3) For reason of exposure of the employee to a contagious disease when the employee's presence at work would jeopardize the health of others.
- (4) When the employee's place of business has been closed by order of a public official for any health-related reason, or when an

1 employee's child's school or place of care has been closed for such
2 reason or after the declaration of an emergency by a local or state
3 government or agency, or by the federal government.
4

5 (5) Because of a health condition of a family member that requires
6 treatment or supervision, or that requires the presence of the
7 employee to make arrangements for extended care.
8

9 (6) For family care emergencies. A child care emergency is defined as
10 a situation causing an employee's inability to report for or continue
11 scheduled work because of emergency child care requirements
12 such as unexpected absence of regular care provider, unexpected
13 closure of the child's school, or unexpected need to pick up child at
14 school earlier than normal. An elder care emergency is defined as a
15 situation causing an employee's inability to report for or continue
16 scheduled work because of emergency elder care requirements.
17

18 (7) Except as provided in subsection (5) of this Section, because of
19 emergencies caused by serious illness or injury of a family member
20 that require the presence of the employee to provide immediate
21 necessary care of the patient or to make arrangements for
22 extended care. The applicability of "emergency," "necessary care,"
23 and "extended care" shall be made by the Chief or designee.
24

25 (8) When requested as a supplemental benefit while receiving a partial
26 wage replacement for paid family and/or medical leave under Title
27 50A RCW.
28

29 (9) Because of illness or injury of a family member who is disabled and
30 requires the employee's presence to provide short-term care or to
31 make arrangements for extended care.
32

33 (10) If the employee or the employee's family member is a victim of
34 domestic violence, sexual assault or stalking as defined in RCW
35 49.76.020. The employer may require the request under this
36 section be supported by verification in accordance with APS 46.8.
37

38 (11) For an employee to be with a spouse or registered domestic
39 partner who is a member of the armed forces of the United States,
40 National Guard, or reserves after the military spouse or registered
41 domestic partner has been notified of an impending call or order to
42 active duty, before deployment, or when the military spouse or
43 registered domestic party is on leave from deployment.
44

45 (12) When an employee requests to use sick time off for the purpose of
46 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.

(13) 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. Family Member Definition for Sick Time Off

Family member is defined as the employee's spouse or same or opposite sex domestic partner, child, parent, grandparent, grandchild, and sibling. Family member also includes individuals in the following relationships with the employee's spouse or domestic partner: child, parent, or grandparent. Child also includes a child of a legal guardian or de facto parent, regardless of age or dependency status and those to whom the employee is "in loco parentis" or "de facto" parent as well as a child of a legal guardian or de facto parent. Parent and parent-in-law also includes de facto parent, foster parent, stepparent, or legal guardian. 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.

D. Sick Time Off Verification

The Employer will not require verification for absences of less than three (3) consecutive work days. 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.

E. Sick time off may be granted for

(1) Condolence or bereavement of a family or household member, including the stillbirth or miscarriage of a child.

(3) To bond with a newborn, adoptive or foster child for a period beyond eighteen (18) weeks. Sick time off for this purpose must be taken during the first year following the child's birth or placement.

F. 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 hours for sick time off purposes when approved in advance or authorized by the employee's departmental supervisor.

G. Restoration of Vacation Time Off.

In the event of an incapacitating illness or injury during vacation time off, 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.

H. No Abuse of Sick Time Off.

The Union and Employer agree that the abuse of sick time off will not be condoned. Cases involving suspected abuse of sick time off should be addressed on an individual basis and shall be discussed with the employee, shop steward or appropriate Union representative.

11.2 Sick Time Off Cash Out.

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

In January of each year an employee whose sick time 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.

Former eligible employees who are re-employed within five (5) years of their separation from service shall be granted all unused sick time off credits, if any, to which they are entitled at time of separation.

11.3 Bereavement Time Off.

(A) An employee shall be granted three (3) days of bereavement time off for each death of a family member (11.4), including the miscarriage or stillbirth of a child. Employees may use sick time off for up to three (3) days of additional bereavement time off beyond the initial three days. Any additional bereavement time off beyond three days must be approved by the Employer.

(B) Family Member Definition for Bereavement

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

including a biological, adopted or foster child, stepchild, 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.

11.4 Reasonable Accommodation Due to Disability.

An employee who is unable to perform the essential functions of their position due to mental, sensory or physical incapacity may be separated from service after the institution has made good faith efforts to reasonably accommodate the employee's disability in accordance with applicable state and federal law.

11.5 Shared Leave.

Employees may participate in the University's shared leave program in accordance with state law and University policy as set forth in the Administrative Policy Statements 45.10.

11.6 Uniformed Service Shared Leave Pool.

Eligible state employees may donate leave to the uniformed services shared leave pool for use by state employees who have been called to active duty in one of the uniformed services of the United States. Employees may participate in this program in accordance with state law and University policy.

<http://www.washington.edu/admin/hr/polproc/leave/shared-leave.html>

11.7 Choice of 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 time off or other paid time off to care for their (a) child with a health condition that requires treatment or supervision of (b) spouse, parent, parent-in-law, or grandparent who has a serious health condition or an emergency condition, as those terms are defined in WAC 296-130-020. Employees shall not be disciplined or otherwise discriminated against because of their exercise of these rights.

Tentatively Agreed To:

For the Union:

Signed by:

Tom Johnson

Tom Johnson

Date:

6/25/2025

For the Employer:

DocuSigned by:

Ashlee Hooten

Ashlee Hooten

Date:

6/25/2025