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

The parties agree that Article 11 of the 2025-2027 UW-WFSE Police Management collective bargaining agreement language will be modified as shown below, effective January 1, 2026:

**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 employee’s child’s school or place of care has been closed for such reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
5. Because of a health condition of a family member that requires treatment or supervision, or that requires the presence of the employee to make arrangements for extended care.
6. For family care emergencies. A child care emergency is defined as a situation causing an employee’s inability to report for or continue scheduled work because of emergency child care requirements such as unexpected absence of regular care provider, unexpected closure of the child’s school, or unexpected need to pick up child at school earlier than normal. An elder care emergency is defined as a situation causing an employee’s inability to report for or continue scheduled work because of emergency elder care requirements.
7. Except as provided in subsection (5) of this Section, because of emergencies caused by serious illness or injury of a family member that require the presence of the employee to provide immediate necessary care of the patient or to make arrangements for extended care. The applicability of “emergency,” “necessary care,” and “extended care” shall be made by the Chief or designee.
8. When requested as a supplemental benefit while receiving a partial wage replacement for paid family and/or medical leave under Title 50A RCW.
9. Because of illness or injury of a family member who is disabled and requires the employee’s presence to provide short-term care or to make arrangements for extended care.

1 10. If the employee or the employee’s family member is a victim of domestic violence,  
 2 sexual assault, ~~or~~ stalking or hate crime as defined in RCW 49.76.020. The employer  
 3 may require the request under this section be supported by verification in accordance  
 4 with APS 46.8.

5 11. For an employee to be with a spouse or registered domestic partner who is a member of  
 6 the armed forces of the United States, National Guard, or reserves after the military  
 7 spouse or registered domestic partner has been notified of an impending call or order to  
 8 active duty, before deployment, or when the military spouse or registered domestic party  
 9 is on leave from deployment.

10 12. When an employee requests to use sick time off for the purpose of parental leave to  
 11 bond with a newborn, adoptive or foster child for a period of up to eighteen (18) weeks.  
 12 Sick time off for this purpose must be taken during the first year following the child’s birth  
 13 or placement.

14 13. To allow the employee to prepare for, or participate in, any judicial or administrative  
 15 immigration proceeding involving the employee or employee’s family member.

16 C. Family Member Definition for Sick Time Off

17 Family member is defined as the employee’s spouse or same or opposite sex domestic partner,  
 18 child, parent, grandparent, grandchild, and sibling. Family member also includes individuals in  
 19 the following relationships with the employee’s spouse or domestic partner: child, parent, or  
 20 grandparent. Child also includes a child of a legal guardian or de facto parent, regardless of age  
 21 or dependency status and those to whom the employee is “in loco parentis” or “de facto” parent  
 22 as well as a child of a legal guardian or de facto parent. Parent and parent-in-law also includes  
 23 de facto parent, foster parent, stepparent, or legal guardian. Family member includes any  
 24 individual who regularly resides in the employee’s home, except that it does not include an  
 25 individual who simply resides in the same home with no expectation that the employee care for  
 26 the individual.

27 D. Sick Time Off Verification

28 The Employer will not require verification for absences of less than three (3) consecutive work  
 29 days. Such verification or proof may be given to the supervisor/manager or Human Resources  
 30 according to departmental policy. The Employer will not make unreasonable requests for sick  
 31 time off verification.

32 E. Sick time off may be granted for

- 33 1. Condolence or bereavement of a family or household member, including the stillbirth or
- 34 miscarriage of a child.
- 35 2. To bond with a newborn, adoptive or foster child for a period beyond eighteen (18)
- 36 weeks. Sick time off for this purpose must be taken during the first year following the
- 37 child’s birth or placement.

38 F. Use of Vacation Time Off or Compensatory Time Off for Sick Time Off Purposes.

39 An employee who has used all accrued sick time off may be allowed to use accrued vacation  
 40 time off and/or compensatory hours for sick time off purposes when approved in advance or  
 41 authorized by the employee’s departmental supervisor.

42 G. Restoration of Vacation Time Off.

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

47 H. No Abuse of Sick Time Off.

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

1 **11.2. Sick Time Off Cash Out.**

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

3 In January of each year an employee whose sick time balance at the end of the previous year exceeds  
4 four hundred eighty (480) hours may elect to convert the sick time off hours earned in the previous  
5 calendar year, minus those hours used during the year, to monetary compensation. No sick time off  
6 hours may be converted which would reduce the calendar year end balance below four hundred eighty  
7 (480) hours. Monetary compensation shall be paid at the rate of twenty-five percent and shall be based  
8 on the employee's current salary. All converted hours will be deducted from the sick time off balance.  
9 Employees who separate from University service due to retirement or death shall be compensated for  
10 the unused sick time off accumulation from the date of most recent hire in a leave eligible position with  
11 the State of Washington at the rate of 25%. Compensation shall be based upon the employee's wage  
12 at the time of separation. For the purpose of this section, retirement shall not include vested out of  
13 service employees who leave funds on deposit with the retirement system.

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

16 **11.3. Bereavement Time Off.**

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

21 B. Family Member Definition for Bereavement

22 Family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal  
23 guardian of an employee or the employee's spouse or domestic partner, or a person who stood  
24 in loco parentis when the employee was a minor child; sibling, spouse, domestic partner,  
25 grandparent, grandchild, or child, regardless of age or dependency status, including a biological,  
26 adopted or foster child, stepchild, or a child to whom the employee stands in loco parentis, is a  
27 legal guardian, or is a de facto parent. Family members include those persons in a "step"  
28 relationship.

29 **11.4. Reasonable Accommodation Due to Disability.**

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

33 **11.5. Shared Leave.**

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

36 **11.6. Uniformed Service Shared Leave Pool.**

37 Eligible state employees may donate leave to the uniformed services shared leave pool for use by state  
38 employees who have been called to active duty in one of the uniformed services of the United States.

39 Employees may participate in this program in accordance with state law and University  
40 policy. <http://www.washington.edu/admin/hr/polproc/leave/shared-leave.html>

41 **11.7. Choice of Leave.**

42 In accordance with RCW 49.12 and WAC 296-130, employees shall be allowed to use any or all of their  
43 choice of sick time off or other paid time off to care for their (a) child with a health condition that  
44 requires treatment or supervision of (b) spouse, parent, parent-in-law, or grandparent who has a  
45 serious health condition or an emergency condition, as those terms are defined in WAC 296-130-020.

46 Employees shall not be disciplined or otherwise discriminated against because of their exercise of  
47 these rights.

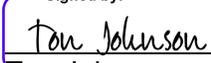
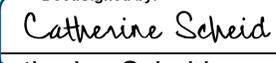
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<b>For the Union:</b> Signed by:  _____ Tom Johnson Date: 12/10/2025	<b>For the Employer:</b> DocuSigned by:  _____ Catherine Scheid Date: 12/10/2025
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