

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)
AND
SERVICE EMPLOYEES INTERNATIONAL UNION Local 925**

MOU – Engrossed Substitute House Bill 1875

Effective July 27, 2025, the parties agree that Article 25 Sick Time Off of the 2023-2026 UW-SEIU 925 Libraries collective bargaining agreement will be amended to reflect the following based on Engrossed Substitute House Bill 1875. This MOU expires upon implementation.

ARTICLE 25 – SICK TIME OFF

25.1 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. 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. Sick leave accruals must not exceed eight hours in a month.

B. Sick Time off – Use. Sick leave shall be allowed for an employee under the following conditions.

1. Because of and during any physical or mental illness, disability or injury which has incapacitated the employee from performing required duties.
2. By reason of exposure of the employee to a contagious disease during such period as attendance on duty would jeopardize the health of fellow employees or the public.
3. When an employee's child's school or place of care has been closed for a health-related reason or after the declaration of an emergency by a local or state government or agency, or by the federal government.
4. 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.

The Union and Employer acknowledge that “family” may be defined in many different ways. For the purposes of this article, eligible family members includes biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or a person who stood in loco parentis when the employee was a minor child; sibling, spouse, state registered domestic partner, grandparent, grandchild, or child, regardless of age or 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 members also includes individuals in the following relationships with the employee’s spouse or domestic partner: child, parent (as defined above), grandparent, or grandchild. Family member includes any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care. This does not include an individual who simply resides in the same home with no expectation that the employee care for the individual.

5. Sick time off may also be used to provide emergency child care (as defined in the Employer’s Family Care Emergencies Absence Policy) or because of condolence or bereavement (as in Article 31)
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. 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 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.

D. 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.

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

1 agree to work cooperatively toward the resolution of mutually identified
2 problems regarding the use of sick time off.

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

9
10 25.2 Sick Time Off Cash Out. Eligible employees may elect to receive monetary
11 compensation for accrued sick time off as follows:

12
13 In January of each year an employee whose sick time off balance at the end of the
14 previous year exceeds four hundred eighty (480) hours may elect to convert the
15 sick time off hours earned in the previous calendar year, minus those hours used
16 during the year, to monetary compensation. No sick time off hours may be
17 converted which would reduce the calendar year end balance below four hundred
18 eighty (480) hours. Monetary compensation shall be paid at the rate of twenty-five
19 percent (25%) and shall be based on the employee's current salary. All converted
20 hours will be deducted from the sick time off balance.

21
22 Employees who separate from University service due to retirement or death shall
23 be compensated for the unused sick time off accumulation from the date of most
24 recent hire in a leave eligible position with the State of Washington at the rate of
25 25%. Compensation shall be based upon the employee's wage at the time of
26 separation. For the purpose of this section, retirement shall not include vested out
27 of service employees who leave funds on deposit with the retirement system.

28
29 In accordance with state law, former eligible employees who are re-employed shall
30 be granted all unused sick time off credits, if any, to which they are entitled at time
31 of separation, if they return to state employment within five years of termination.

32
33 25.3 Family Care Leave.

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

1 Tentatively Agreed To:

2 For the Union:

For the Employer:

3 Signed by:

DocuSigned by:

4 *Erika Currier*

Ashlee Hooten

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6 Date: 7/17/2025

Date: 7/14/2025