

1 **Use of Paid and Unpaid Leave**

2 Classified employees may use any combination of paid leave (compensatory time, vacation
3 leave, personal holiday or personal leave) and/or unpaid leave (leave without pay) during
4 the closure, however they may only use sick leave for sick leave purposes per Article 12.

5 **Holiday Pay**

6 Article 10.3 applies. All employees must use some form of paid leave on their regularly
7 scheduled workday preceding the holiday to be eligible for December 25, 2024,
8 holiday pay.

9 **Special Circumstances**

10 Employees with a special need for leave to cover December closure as an exception to
11 the options listed above may contact HR to discuss alternatives on a case-by-case basis.

12 **Essential Personnel:** Facilities, Grounds, Safety and Security, Technology Support
13 Services staff and other essential personnel may be required/directed to maintain College
14 operations during periods of campus closure as necessary. Supervisors may also direct
15 employees to complete time-sensitive projects or assignments during the campus closure
16 as required. Employees required to work during the campus closure will be compensated
17 for their time in accordance with Article 7 and Article 8.

18 **Notification**

19 College employees will be notified of the planned closure and details of this agreement
20 within five (5) days after it is signed by both parties.

1 **Precedence**

2 **This agreement is not precedent setting and does not establish a practice.**

3 The provisions contained in this MOU become effective on July 1, 2024, and expire June 30,
4 2025.

5 *An electronic signature to this MOU shall be given effect as if it were an original signature.*

6

For the Employer:

For the Union:

Patricia Foshaug

Richard Becker

Patricia Foshaug,
Labor Negotiator,
OFM/SHR Labor Relations &
Compensation Policy Section

Richard Becker,
Labor Advocate
Washington Federation of State
Employees, Council 28

Date: 05/20/2024

Date: 5/1/24

7

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For the College: 9

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Jack Kahn

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Jack Kahn, Shoreline
Community College 1:
President

1:

Date: May 2, 2024