

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)  
AND  
THE WASHINGTON STATE NURSES ASSOCIATION (UNION)**

In order to facilitate UWMC-Montlake's transition to Actual Time Reporting and mitigate the impact of transitioning nurses from exempt to non-exempt status, the parties agree to the following:

## A. Clock-in/Clock-out

1. The Employer will maintain its current practices and policies around attendance. There will be no disciplinary action related to incremental overtime or related to clocking in/out without just cause per Article 19 of the parties' collective bargaining agreement (CBA).

## **B. Vacation and Leave Scheduling**

1. The Employer will make a good faith effort to accommodate vacation requests, in their entirety, including single day vacation. The amount and type of applicable benefit time to be included in the request shall be at the discretion of the requesting RN. If an employee's request for vacation leave is denied, the Employer, upon request, must provide the reason for denying vacation leave electronically or in writing.
2. An RN may request time off and can specify the amount of applicable benefit time they wish to use, with the agreement that they may work their remaining FTE hours within the schedule period, with manager approval and without incurring overtime.
3. The Employer will make a good faith effort to accommodate all requests for extended medical leaves and will collaborate with employees in accommodating those requests. Exceptions may be granted for approval of extended medical leaves beyond those outlined by Employer policy at management discretion.
4. Central Vacation Calendar. Each unit will maintain a centralized vacation calendar to enable RNs in the unit to see what days have been scheduled for vacation and by whom.
5. Non-Scheduled (NS)/Requested Off-Days (R-days). The practices in each unit by which nurses identify requested days off during the first draft of the scheduling process generally will continue.

41 6. During the buildup of the monthly schedule, in addition to NS days, an RN  
42 may also request a single paid day off, drawing from applicable accrued  
43 benefit time (i.e., benefit day). Managers will work to honor the benefit day  
44 request whenever possible.

45 **C. Unit-Based Scheduling Committee (UBSC)**

46 1. Per the parties' CBA, all units may establish a unit-based scheduling  
47 committee. Unit RNs shall determine which bargaining-unit RNs will serve  
48 on the UBSC and will make sure, whenever possible, there is RN2  
49 representation.

50 2. The Committee's initial purpose will include review and updating of current  
51 scheduling practice (including that of vacations and holidays).

52 3. The Committee's ongoing primary purpose is to provide substantive input  
53 during the buildup of the monthly schedule. Consistent with current  
54 practice, and Article 11.10 of the CBA, such time is generally considered  
55 part of work time.

56 4. Any recommendations made as part of the UBSC will be subject to  
57 management discretion. It is understood that units are encouraged to  
58 utilize current practices whenever possible.

59 **D. Reduction of FTE**

60 1. RNs may request a reduction in FTE which may be granted at the discretion  
61 of the Employer. The Employer will consider these requests based on that  
62 unit's staffing needs, among other factors.

63 **E. RN Trade Requests**

64 1. If a trade request is denied, the manager will provide the RN the specific  
65 reason and rationale in writing for the denial upon request.

66 **F. Scheduling Process**

67 1. As noted in Article 7.4.1, Nurses are encouraged to work together to create  
68 a schedule (this may include what are referred to as self-scheduling or  
69 pattern scheduling).

70 2. The transition to UKG is not intended to eliminate the ability for units to  
71 utilize self-scheduling or eliminate nurse input in the building of schedules  
72 where applicable, nor is it intended to create a first-come, first-served  
73 system.

74        3. The Employer shall provide appropriate training and education of UKG  
75                    system usage and trouble-shooting via LMS modules, on paid time.

76        This MOU will expire June 30, 2027.