

**MEMORANDUM OF UNDERSTANDING**  
**BETWEEN**  
**THE STATE OF WASHINGTON**  
**AND**  
**WASHINGTON FEDERATION OF STATE EMPLOYEES**

**Addressing Vacation Scheduling for LPN's in 24/7 Operations (Excluding the School for the Blind, Center for Childhood Deafness and Hearing Loss; and Department of Corrections)**

1. 11.5 of the parties' 2019-2021 CBA is modified as follows:

**11.5 Vacation Scheduling for 24/7 Operations (Excluding the School for the Blind, Center for Childhood Deafness and Hearing Loss; and Department of Corrections)**

- A. Employees, except for LPN's working at Yakima Valley School, who work in operations that are twenty-four (24) hours, seven (7) days a week, may submit in writing to their supervisor their preferences for different segments of vacation for the period March 1st of the current year through the end of February of the next year. LPN's who work at Yakima Valley School may submit in writing to their supervisor their preferences for different segments of vacation for the period May 1st of the current year through the end of April of the next year. The Employer will compile and post a vacation leave schedule. Employees on this schedule will have priority and will be granted vacation leave at the times specified, if possible.
- B. Employees will not be granted more than four (4) segments during the annual vacation scheduling process. In the event that two (2) or more employees request the same vacation period and the supervisor must limit the number of people who may take vacation leave at one time due to business needs and work requirements, preference will be determined by seniority for up to four (4) segments of vacation. A "segment" is three (3) or more contiguous days of vacation leave except that the denial of one (1) or more days within a requested segment shall not result in the

remaining approved days counting as more than one (1) segment. Should any portion of a segment that was originally denied due to business needs or work requirements become available, it will first be awarded by seniority to those who were originally denied.


C. In addition to vacation leave approved in Subsection 11.5 B above, employees may request vacation leave at any time on a first come, first served basis. Approval of supplemental requests will take into consideration the annual vacation leave schedule, which will take precedence, as well as operational needs.

D. Employee Initiated Cancellations


Employee requested cancellations of any portion of an approved scheduled vacation segment must be submitted in writing no later than fourteen (14) calendar days in advance of their scheduled vacation. The request is subject to approval by the Employer.

2. In order to facilitate the transition from the current segment year of March through February, to the new segment year of May through April, LPN's who work at Yakima Valley School may submit in writing to their supervisor their preferences for different segments of vacation for the period March 1, 2020 through April 2021. For this specific period of time, employees will not be granted more than five (5) segments during the vacation scheduling process.

**For the Union:**

  
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AMY SPIEGEL                      DATE      11/18/19

**For the Employer:**

  
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JOHN VENCILL                      DATE      11/18/19