

**Memorandum of Understanding Between AFGE Local 252 and the Department of
Education for Post Implementation Bargaining of Administrative Leave
(for WA-CA-22-0162)**

1. Administrative Leave is an authorized absence from duty and pay without loss of pay or charge to leave.
2. All employees in a duty status, except those individuals needed to provide essential services shall be excused from duty when the Agency grants discretionary administrative leave or early release.
3. When advance notice is provided employees who have requested and been approved for leave, may modify their leave requests to reduce the number of hours of leave to take advantage of administrative leave as granted.
4. The Agency will make efforts to provide advance notice, when possible, of Administrative Leave being granted for holidays.
5. The Agency will approve a maximum of four (4) hours of administrative leave for bargaining unit employees who, as a direct result of their scheduled leave or early release were not able to utilize administrative leave granted for the followings days:
 - November 21, 2021, for the Thanksgiving Day Holiday.
 - December 23, 2021, for the Christmas Holiday.
 - July 1, 2022, for the Independence Day holiday and
 - September 2, 2022, for the Labor Day holiday
6. The Agency will within ten (10) days from the execution of this agreement provide AFGE with the list of available of bargaining unit employees who may be eligible for the four (4) hours of administrative leave.

7. The union will have thirty (30) days from the date “the list” of bargaining unit employees is provided to AFGE to confirm bargaining unit employee’s eligibility so the Agency can ensure the administrative leave is applied appropriately.

8. The Agency agrees that eligible employees who are recipients of this administrative leave will be required to utilize the leave (with prior supervisory approval) within four (4) pay periods of the date the employee is notified of his or her eligibility.

9. In return for the items listed above the union will withdraw the unfair labor practice charge in the following case numbers: WA-CA-22-0662 and WA-CA-23-0110.

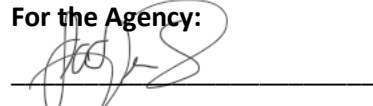
For the Union:



Date:

 3/13/2023

For the Agency:



Date:

 03/07/23

For the Agency:

Date:
