

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS RIOS COMMUNITY COLLEGE DISTRICT
AND
SERVICE EMPLOYEES INTERNATIONAL UNION-Local 1021**

**Changes to Allowable Use of Personal Business MOU
May 2, 2022**

Currently, Article 9.13 of the SEIU collective bargaining agreement allows each regular employee two workdays per fiscal year to resolve business-type matters. The general reason for the use of this leave must be shared with the employee's supervisor to verify the use is for a qualifying activity. The District has a desire to expand the reasons for Personal Business leave use and to specifically provide this time for any self-care leave needs an employee might have. To achieve this goal, the following changes will be made to Article 9.13 of the SEIU collective bargaining agreement.

Agreement:

9.13 Personal Business

9.13.1 Any employee, including employees who work an alternate work schedule, may be granted the necessary time off, not to exceed two days (2) per fiscal year (16 hours or pro-rata for employees with less than a full time (1.00 FTE) assignment), to resolve personal matters which require attention, **including self-care**, and which are the responsibility and rightful concern of the individual. Unused personal business days do not accrue or carry over from one year to the next. All requests for personal business leave must be approved in advance, except under extenuating circumstances or in an emergency situation, by the appropriate supervisor or first level manager. Regular part-time employees earn a proportionate share of Personal Business leave which shall be determined by calculating a percentage of the number of hours worked part-time as it relates to a 40 hours per week, 12 months per year position. (Example: A regular employee working 30 hours per week, 10 months per year (.625 FTE), earns 10 hours per year.

~~9.13.2 Personal business leave is to be used for activities that the employee could not reasonably be expected to accomplish or will create a serious conflict during non-duty times. Financial or legal appointments are appropriate uses of personal business leave. Vacation and/or recreational activities and related travel are not appropriate uses of personal business leave. The minimum reportable personal business leave amount is one (1) hour.~~

Chanelle Whittaker

Chanelle Whittaker, District

05/02/2022

Date


Andrew Latorre (May 3, 2022 04:24 PDT)

Andy LaTorre, SEIU Local 1021
President

05/03/2022

Date



Carrie Bray, District

05/02/2022

Date


Casey Thompson (May 2, 2022 17:12 PDT)

Casey Thompson – SEIU Local 1021
Field Representative

05/02/2022

Date