

MEMO OF UNDERSTANDING

It is the intention of the parties to incorporate this Memo of Understanding into the existing labor agreement as if it were an additional article. To the extent that this Memo of Understanding is in conflict with either existing hospital policy or past practice as of the date of the signing of this agreement, the parties specifically understand that this Memo of Understanding will take precedence. The Memo of Understanding will remain in effect for the same duration as other articles in the current labor agreement between the parties.

1. Central Peninsula Hospital's revised Consolidated Leave Program: PTO/IAP, policy # HR-501, effective 4/14, a copy of which is attached hereto, applies in its entirety to all bargaining unit members.
2. The parties may further modify HR-501 by mutual agreement.

Central Peninsula General Hospital, Inc.

Alaska Nurses Association





4-16-14

Date

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- 1.1.1 Employees who reach the maximum accrual of PTO hours, will receive a cash-out of eighty (80) hours once each calendar year, to reduce their PTO balance to below the maximum accrual amount. An employee may also donate hours in excess of their maximum balance to the Emergency Leave Bank or the Central Peninsula Health Foundation.
- 1.1.2 Existing departmental policies relating to attendance and requests for PTO include NS-130, OB-111, ONI-107, ED-106, ICU-108, HP-A184, PMGEN-109, and HR-304 continue to remain in effect. The parties may modify these departmental policies by mutual agreement.
- 1.1.3 PTO in excess of fifteen (15) consecutive calendar days, except for unscheduled absences, must be requested thirty (30) or more calendar days in advance and have the approval of the Director.
- 1.1.4 When using PTO due to illness and/or an unscheduled absence, the employee must contact his/her Director by the required time designated by departmental

policy. If the employee is ill at work and must leave, and or if the Director sends the employee home due to illness, the Director will make the determination as to use of accrued PTO or IAP based on prior utilization of hours by the employee. PTO for illness or unscheduled absence will be documented on the time record as PTO-U.

- 1.1.5 Employees will communicate at reasonable intervals with their Director regarding the status of their absence throughout the duration of their timeoff.
- 1.1.6 If a holiday falls on the day of the week that an employee is normally scheduled to work, the default procedure is to pay the employee PTO equivalent to the number of hours normally worked that shift. If an employee chooses not to be paid PTO for the holiday, they must notify their director before processing of that pay period's payroll.
- 1.1.7 Full-time and part-time employees who do not meet employment status requirements, must use available PTO hours as needed to maintain their scheduled status level, except during periods of department closure or periods of non-standby low census.
- 1.1.8 PTO will be paid for hours scheduled and not worked, regardless of the number of hours worked during the pay period. With director's approval, an employee may substitute a day of work to offset a scheduled PTO day at the appropriate rate of pay, but no less than their regular hourly rate.
- 1.1.9 PTO and IAP are never paid during hours the employee receives pay for hours actually worked.

1.2.0 Employees who have met their employment status requirement for the pay period may elect whether or not to use PTO, or IAP if appropriate, for additional hours scheduled and not worked that same pay period.

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