

MEMORANDUM OF UNDERSTANDING

BETWEEN

Kitsap Transit and Amalgamated Transit Union (ATU) #1384

Regarding Pending FMLA and Unscheduled Absences

The purpose of this Memorandum is to clarify the parties' intent to suspend the issuance of an Unscheduled Absence during the certification and/or application process for FMLA.

The parties agree that Kitsap Transit will not issue an Unscheduled Absence during the FMLA fifteen (15) calendar day application timeline when an employee has requested an application for FMLA, or when Kitsap Transit forwards an application for FMLA because it is made aware an employee may have a need. ATU agrees to waive the PPCS eleven (11) working day timeline for the issuance of an Unscheduled Absence until the FMLA fifteen (15) calendar day timeline has been exhausted.

It is agreed for this MOU only that the eleven (11) working day timeline to issue an Unscheduled Absence will be assigned a new effective date of occurrence and will begin upon the expiration of the fifteen (15) calendar day timeline for the FMLA application.

Furthermore, it understood by both parties that, under certain circumstances, Kitsap Transit may grant a reasonable extension to the FMLA fifteen (15) day timeline, as referenced in policy and FMLA application materials, provided the employee used due diligence in trying to meet this timeline and kept the Human Resources Department informed prior to the expiration of the original deadline.

This agreement shall be in effect for both Routed and ACCESS operations and shall not override any other part of the Excessive Absenteeism policy, employee handbooks (Green or Blue Book) or Article 7, Section 3, Time Limits to Issue Discipline, in both the ATU Routed and ATU ACCESS contracts.

Dated this _____ day of December, 2006

Dated this _____ day of December, 2006

KITSAP TRANSIT

AMALGAMATED TRANSIT UNION,
Local #1384

Signature: _____

Signature: _____

Printed: _____

Printed: _____