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Rachel Schley
7.30.25 1521

OFNHP 25July25 Counter to KPNW 9July25 Counter A20 Leaves of Absence

ARTICLE 20-LEAVES OF ABSENCE

A. Personal Leave: The Employer may grant personal leaves without pay upon an employee's written request when personal considerations justify such action and when staffing requirements permit. Such requests shall not be unreasonably denied. and the Employer shall not adopt a scheduling system that precludes such approval, whether the requested leave is emergent or is planned many months in advance. An employee must have at least six (6) months of continuous service to be considered eligible for a leave of absence for personal reasons. Leaves may be authorized for a period up to ninety (90) days. Leaves may be extended beyond the initial ninety (90) days, at the Employer's discretion. Any extension, (not to exceed an additional ninety (90) days) must be requested in writing and must be authorized in writing by the Manager.

All leaves and extensions must be requested as far in advance as possible, with a minimum notice of at least two (2) weeks for non-emergency leaves. Requests for emergency leaves must be submitted as far in advance as circumstances permit.

An employee who returns from a personal leave of sixty (60) days or less shall be returned to their former job assignment. The Employer will make a reasonable effort to reinstate an employee to their former job assignment upon return from a leave in excess of sixty (60) but not over one hundred fifty (150) days. However, if it is unreasonable to provide such accommodation, the employee will be reinstated in any comparable position, with the same number of scheduled hours, for which they are qualified.

Employees returning from a personal leave in excess of one hundred fifty (150) days will be given preferential consideration for openings for which they are qualified.

Employees who have at least two (2) years continuous service may request a personal leave of up to twelve (12) months for reasonable purposes, or may request an extension up to one hundred eighty (180) days beyond the six (6) month limit defined above. Such leaves or extensions shall not exceed a total of twelve (12) consecutive months. Approval shall be at the Employer's discretion and subject to departmental staffing requirements. Employees on extended personal leaves, as provided for in this paragraph, shall give the Employer at least thirty (30) days notice of availability to return to work. Such employees will be given preferential consideration for openings for which they are qualified

that occur within ninety (90) days of the date the Employer is notified of availability for work.

B. **Parental Leave:** The Employer shall grant Parental Leaves without pay for a period of up to ninety (90) days in cases of birth or adoption of a child. Any period of certified medical disability due to pregnancy and birth of a child shall be included in calculating such parental leave.

Employees who have at least two (2) years continuous service may request extensions to Parental Leave. Such extensions may be requested in increments up to ninety (90) days. Total Parental Leave shall not exceed a total of twelve (12) consecutive months. Approval for all Parental Leaves shall be subject to staffing requirements.

An employee returning from a Parental Leave of one hundred twenty (120) days or less will be returned to his/her former job assignment. A reasonable effort will be made to reinstate an employee to their former job assignment upon return from a Parental Leave in excess of one hundred and twenty (120) days, but not over one hundred eighty (180) days. If such return is not possible, the employee will be reinstated in any comparable position, with the same number of scheduled hours, for which they are qualified. An employee returning from a Parental Leave in excess of one hundred eighty (180) days shall be given preferential consideration for openings for which they are qualified. Employees on Parental Leave shall give the Employer at least thirty (30) days notice of intent to return to work.

C. Family Medical Leave:

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1. The Employer will grant a Family Medical Leave of Absence in accordance with State and Federal Laws, including amendments to those laws, and the Employer's policy. However, regardless of statute, employees who have worked a .6 or greater FTE for one (1) year shall be granted no less than twelve (12) weeks of Family Leave per year.

1.2. The Employer will grant Family Medical Leaves for a period of up to twelve (12) weeks within a rolling twelve (12) month period. Such requests will not be unreasonably denied. Family Medical Leaves will be granted for:

- a. The birth or placement of adoption or foster care of a child.
- b. The serious health condition of a family member or child under the age of eighteen (i.e., biological, step-child, foster

child, adopted child, legal ward or an adult dependent child), spouse, parent, or parent-in-law of the employee.

- c. The employee's own serious health condition which makes the employee unable to perform the functions of the employee's position.
- d. Periods of disability resulting from industrial injury or illness will be covered under Family Medical Leave if the injury or illness is a serious health condition.
- e. Intermittent Leave, taken in separate blocks of time, due to a single illness or injury, rather than one continuous period of time.
 - i. **ELIGIBILITY:** Family Medical Leave is available after 180 days of employment provided the registered nurse has worked an average of twenty-five (25) hours or more per week, or have worked 1250 hours over the previous twelve month period.
 - ii. **PAY:** ~~an employee must use accrued sick leave for their own serious health condition or to care for a dependent minor child and then must use vacation time. An employee must use accrued vacation leave for all other Family Medical Leaves up to a balance of eighty (80) hours.~~ However, an employee may elect to maintain a balance of eighty (80) hours of vacation time. If the employee's serious health condition is the result of industrial injury or illness, the employee may qualify for Workers' Compensation time loss benefits, and employee may elect to integrate with sick leave.
 - iii. **BENEFITS:** Eligible employees who are receiving Employer-paid medical and dental coverage shall continue to receive such benefits while on Family Medical Leave. Employees on unpaid Family Medical Leave are not eligible for paid holidays, except personal float holidays.
 - iv. **REINSTATEMENT:** an employee who returns from a Family Medical Leave of 12 weeks or less shall be returned to their former job assignments.

This will not preclude employee's rights under the Personal Leave Article in this Collective Bargaining Agreement.

D. **Medical Leave - Non-Industrial:** An employee disabled by a medical condition or injury not connected with their employment will be granted an unpaid Medical Leave

of Absence. ~~after exhaustion of Employer-paid sick leave.~~ A Medical Leave of Absence will be granted for the term of medical disability as estimated and certified in writing by the physician. Leaves will be granted in increments up to ninety (90) days, for a total maximum leave of twelve (12) calendar months per disability. Requests for all initial leaves and all extensions must be submitted in writing to the employee's supervisor, along with the physician's written certification of disability. Requests for urgent leave must be submitted as soon as circumstances permit. Non-urgent leaves must be requested in writing at least two (2) weeks prior to the anticipated period of disability.

Expiration of a Medical Leave of Absence is determined by the date the physician certifies an employee may return to work, or the last approved date, whichever comes first. An employee wishing to remain off work beyond that date must apply for a Personal Leave of Absence as outlined in Section A.

An employee who returns from a Medical Leave of ninety (90) days or less shall be returned to their former job assignment. An employee who returns from a Medical Leave in excess of ninety (90) days shall return to their former job assignment whenever the Employer determines such return possible. If such return is not possible, the employee shall be returned to any assignment of comparable status for which they are qualified.

An employee with eighteen (18) months or more of continuous employment will receive Employer-paid health benefits on the same basis as an active employee during a non-industrial medical leave of absence up to a maximum of six (6) months, provided that three (3) calendar months of active employment elapse between incidents of application.

E. **Medical Leave - Industrial:** It is the employee's responsibility to immediately report any industrial accident to their supervisor.

An employee disabled by an injury or medical condition connected with their employment will be granted an unpaid leave of absence. ~~after sick leave is exhausted.~~

Industrial leaves will be granted for the term of disability as estimated and certified in writing by the attending physician. Leaves and extensions will be granted upon submission of the appropriate written forms to the employee's supervisor. Such forms must be accompanied by the physician's written certification of disability. Leaves will be granted in increments up to ninety (90) days.

An employee on an Industrial Leave will receive Employer-Paid Health Plan, Dental Plan and Life Insurance Group coverage on the same basis as an active employee for a maximum of six (6) months, ~~after exhaustion of Employer-paid sick leave. The employee will continue to accrue paid time off benefits (e.g., sick leave). Sick leave may be integrated with Workers Compensation payments at the employee's request. Such benefits will cease to accrue when sick leave is exhausted.~~ During Industrial Leave, service credit toward tenure step increases and seniority will continue to accrue for a period of one (1) year after expiration of sick leave. An employee returning from Industrial Leave shall be reinstated, upon demand, at the appropriate step rate in their former position or a position which is available and suitable, provided the employee is not disabled from performing the duties of such position. A certificate by the attending physician approving return of the employee's regular employment should be evidence of the employee's ability to perform such duties.

An employee who has incurred a compensable injury which prevents them from performing the duties of their regular employment will be offered a suitable position which becomes available for which the employee is qualified after a reasonable orientation. Employees who do not meet the qualifications for suitable positions will be provided vocational assistance in accordance with state law.

Placement of injured workers will take precedence over posting and bidding rights of other Bargaining Unit members except employees affected by a permanent reduction in force. An employee who rejects an offer of a suitable and available position abandons their rights to reinstatement and re-employment under applicable state laws and will be terminated.

F. Medical Mission Leave

1. Kaiser Permanente recognizes the value of contributing to global and community health by supporting employees who volunteer use their skills and expertise to provide healthcare services to underserved populations. This agreement allows eligible employees to take up to five (5) days of leave for manager approved mission work. Medical mission leave is limited to ~~two~~ ~~one (21)~~ medical mission per contract term per contract term.

2. Eligibility:

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- a. Eligible RNs will be regular employees with at least one year of continuous service.
- b. Mission work must involve providing medical care or education to underserved or impoverished communities.

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3. Approval Process:

- a. The primary purpose of the mission trip must be to provide medical care to underserved or impoverished communities.
- b. Employee will be required to provide information necessary for their manager to properly determine the mission trip meets approval criteriathe objectives of this section (section F).
- c. Employees must submit their request for Mission Work in the appropriate scheduling timekeeping systemplatform in compliance with the establishedalready existing unit guidelines determined by management for time off per the CBA. Approval will follow normal unit process for allowing time off.
- d. Once submitted in the scheduling timekeeping systemplatform, Nurses participating in missions shall provide make-goof-faith efforts to submit proof of participation from the sponsoring organization (e.g., a letter of confirmation or mission itinerary) must be by emailed to the unit manager within fourteen (14) seven 7(7)14 calendar days after completion of the mission. An extension may be provided with manager approvaland will communicate proactively with their manager if they experience challenges in securing such proof..
- e. If documentation isn't provided within seven7(7) calendar days, the absence(s) shall be considered unscheduled and unapproved. Employee's manager may deny future mission trip requests.

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4. Compensation and Benefits:

- a. Employees can choose to use PTO or other applicable contractual accrued paid time off during

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mission leaves, or choose to take the leave unpaid.
Employees will be allotted no more than five (5) days
without pay, (WOP) days inclusive of all other
contractual WOP.

b. Seniority will not be affected by the leave period.

5. Exclusions:

- a. Approved Mission work leave does not apply to
activities unrelated to healthcare services or non-
charitable endeavors.
- b. Unused mission work leave cannot be carried over to
subsequent years.
- c. Mission work leave will not be approved during Prime
Time as defined in this Agreement.
- d. Sick leave and/or Education leave may not be used to
receive payment for the dates of an approved medical
mission leave.

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F.G. General: Requests and approvals for leaves of absence shall be in writing on forms provided by the Employer and the employee shall receive a copy of such leave authorization. Responses to requests shall be made as soon as practically possible.

Two (2) weeks written notification of intent to return from leave of absence must be given to the employee's supervisor, except as provided otherwise in another Section of this Article.

In cases of Medical Leaves, the employee must present a physician's release to return to work. If the employee fails to return to work within three (3) days of the expiration of an approved leave or the date agreed upon with the supervisor, it will be assumed that the employee has voluntarily terminated employment.

Health Plan, Dental Plan and Life Insurance Group coverage may continue at the employee's expense during leaves, except as specifically provided for in preceding sections. Arrangements must be made in advance to pay premiums for all benefits the employee wishes to continue while on leave. If the employee elects to discontinue benefit coverage, such coverage will terminate while the employee is on leave and will be reinstated the first (1st) of the month

OFNHP 25July25 Counter to KPNW 9July25 Counter A20 Leaves of Absence

following return to work.

Newborn and adopted children will be covered by Health Plan benefits from day of birth or adoption if enrolled by the first (1st) of the month following childbirth or adoption. Coverage will be dependent upon the payment of premiums necessary to continue Health Plan benefits.

An employee's benefit and anniversary dates will be adjusted to reflect absences in excess of thirty (30) days, unless otherwise specified in preceding sections.

Military leaves of absence shall be in accordance with applicable law.

There shall be no pyramiding or duplication of job return rights as provided for in this Article.