

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LOS RIOS COMMUNITY COLLEGE DISTRICT
AND
LOS RIOS CLASSIFIED EMPLOYEES ASSOCIATION**

**Changes to Allowable Use of Personal Business MOU
April 19, 2022**

Currently, Article 7.13 of the LRCEA 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 7.13 of the LRCEA collective bargaining agreement.

Agreement:

7.13 Personal Business

Each regular employee may be granted the necessary time off from work, with pay, not to exceed two (2) work days per fiscal year (16 hours or pro-rata for employees with less than a full time (1.00 FTE) assignment) ~~to resolve business-type matters which require attention during work hours and which are the responsibility and rightful concern of the individual.~~ Unused personal business days do not accrue or carryover from one year to the next. 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 (0.625 FTE), earns 10 hours per year.)

7.13.1 *Reasons for Use of Personal Business Leave*

Personal business leave is to be used for activities that the employee ~~could not reasonably be expected to accomplish 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.~~ **must tend to during work hours, including personal self-care.**

7.13.2 *Minimum Personal Business Leave Use*

~~The minimum reportable personal business leave amount is one (1) hour.~~

7.13.23 *Approval Process for Personal Business Leave*

All requests for personal business leave must be approved in advance, ~~except in extenuating circumstances. The immediate supervisor may require the employee to provide the general reason for the use of personal business leave but may not require the employee to provide specific details. For example, the immediate supervisor has the right to ask the category for which the personal business leave will be used (legal appointment), but not the specific reason (legal appointment for making out last will and testament).~~ **when possible, by the employee's immediate supervisor.**

7.13.4 Restriction on Use of Personal Business During Extra Assignment

When an employee with a regular annual work schedule of less than twelve (12) months works extra hours during a period that is not part of their regular annual work schedule, such as in the case of summer session, the employee is not eligible to use personal business leave during that extra assignment.

Chanelle Whittaker

Chanelle Whittaker, District

04/19/2022

Date

Edward Bartholome

Ed Bartholome, LRCEA President

04/20/2022

Date

Carrie Bray

Carrie Bray, District

04/19/2022

Date

Daniel Kwong

Daniel Kwong, LRCEA Treasurer

04/20/2022

Date











20220413 Personal Business Leave MOU-LRCEA


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