

ARTICLE V: PAID LEAVE

5.01 Paid Leave

All pay to an employee for paid leave (any pay for hours not worked as required by any provision of the Agreement) shall be computed at his regular rate, and shall be subject to the applicable eligibility requirements of the Hospital.

5.02 Bereavement Leave

Any new employee who has successfully completed his probationary period shall be entitled up to a maximum of three (3) days of paid leave (twenty-four (24) working hours for full-time employees and twelve (12) working hours for part-time employees) in the event of a death in his immediate family. Such leave must be taken during the period between the date of death and the day following the burial, both inclusive, and the employee may be required to offer valid proof of death and relationship to the deceased. Such leave must be requested in advance whenever possible and in any event no later than the pay period succeeding the pay period in which the leave is taken. The term "immediate family" shall mean the employee's spouse, child, parent, brother, sister, legal guardian, grandparents, or his spouse's parents. Reasonable requests for use of vacation leave or leave of absence without pay for additional days of funeral leave may be granted by the Hospital, provided such leave does not interfere with or adversely affect the Hospital's operation.

5.03 Annual Military Leave

An employee with more than six (6) months' Hospital seniority who serves on annual active duty military training in the Armed Forces of the United States shall be paid the difference between his military pay and his regular rate for the training period, but in no event for a period

exceeding two (2) weeks per year. To be eligible for such paid leave, an employee must present his military orders and verification of his military pay to the Hospital.

5.04 Jury Duty

An employee who is required to serve on jury duty shall be compensated by the Hospital in the amount of the difference between his regular rate for regularly scheduled workdays lost and the amount received for jury duty. In order to receive such payment, an employee must give prior notice to the Hospital and furnish it a certificate of service, signed by an appropriate official of the court, and valid proof of the amount of money received for such jury duty. An employee is required to report for work on a regularly scheduled workday if he is not required for jury duty on a particular day or if he is dismissed early enough to work his regular shift; provided, that an evening or night shift employee shall not be required to work if he has served as a juror on that day.

5.05 In-Service Training and Educational Assistance

(a) An employee required by the Hospital to attend an inservice program or conference, whether at the Hospital or elsewhere, shall be paid for all hours of such attendance; provided, however, that an employee shall not be paid if such attendance is voluntary. The Hospital agrees to continue to post announcements of such programs.

(b) All permanent full-time or part-time eligible employees who have successfully completed six (6) months of continuous employment are eligible, upon approval by the Hospital, to receive educational assistance for formal education or training courses.

(i) The Hospital at its sole discretion may pay a maximum of ~~\$1,200.00~~ **\$1,500.00** per year per employee of the tuition costs of formal education and training

courses for permanent full-time employees. Part-time eligible employees may receive up to a maximum of ~~\$600.00~~ **\$750.00** of such costs.

(ii) All such formal education or training courses must be demonstrably related to health care subjects and reasonably related to career objectives in the health care field. Questions employees have regarding the processing of applications for payment under this section may be directed to the Director of the Department of Human Resources of the Hospital.

(iii) Consistent with the applicable scheduling procedures, departments will make reasonable efforts to provide employees covered by this Agreement the same opportunity to adjust work schedules as provided to other Departmental employees for the purpose of attending formal education or training courses. If an employee covered by this Agreement is denied a schedule change in order to utilize the benefit specified in this subsection, said employee shall receive in writing the reason for the denial.

(c) Professional Development - The Hospital recognizes the credentialing of bargaining unit employees with licenses, certifications and registrations as an important step in their professional development. Bargaining unit employees may use annual leave in order to take exams, courses and certifications which are related to their employment at the Hospital or which will qualify them for advancement or enhance their skills in the acute care hospital setting. The Hospital shall reimburse the costs associated with attending national, regional and local conferences, up to a maximum of five hundred dollars (\$500), for no less than twenty (20) bargaining unit employees per contract year from job classifications where licensure, certification and /or registration is a requirement of employment.

(d) Joint Committee on Training and Education. It shall be the policy of the parties to assist employees to realize their full job potential and to create circumstances whereby employees can develop career progression. Therefore, there shall be established a Hospital-Union committee to study and recommend to the Hospital the establishment of training programs, academic courses of study, and such other projects and activities as may permit and encourage employees to upgrade their jobs and levels of competence, including scheduling of work to accommodate training and study programs. The Committee may recommend programs to be wholly or partially funded by the Hospital. Additionally, one of the responsibilities of the Committee shall be to discuss new technological developments and methods by which employees may be trained to work with them. Insofar as possible, the meetings of such committee shall be on non-work time. However, meetings and activities of the Committee may take place on any basis or at any time that is mutually agreeable to the Hospital and the Union.

5.06 Voting Leave

An employee shall be entitled to a maximum of two (2) hours of leave with pay to vote in a national, state or District of Columbia election, in the event that if he were not given such leave he would be unable to vote. Prior approval for such leave must be obtained from an employee's Department Head.