

**Memorandum of Understanding H**  
to the Agreement by and between  
Lake Washington Institute of Technology  
District No. 26  
and the  
Lake Washington Institute of Technology  
Federation of Classified Employees  
Local No. 4787  
*Effective July 1,2017*

This Memorandum of Understanding is supplemental to the Agreement by and between the Lake Washington Institute of Technology District No. 26, hereinafter referred to as the Employer, and the Lake Washington Institute of Technology Federation of Classified Employees Local 4787, hereinafter referred to as the federation.

### Section 13.6 Personal Leave

Regular employees who successfully complete the probation period may use up to four (4) prorated days of personal leave with pay per year. Personal leave must be pre-approved by the immediate supervisor.

The College is providing an additional five (5) prorated days of personal leave with pay available from May 5, 2020 until June 30, 2020. All Classified employees are eligible for personal regardless of their hire date. These do not roll over.

The College is providing an additional five (5) prorated days of personal leave with pay available from July 1, 2020 until December 31, 2020. All Classified employees are eligible for personal days regardless of their hire date. These do not roll over.

This Memorandum of Understanding is in response to the COVID-19 Pandemic and is intended to allow additional time for employees to stay safe and healthy. The effective dates of this additional personal leave is in the dates listed above.

This memorandum takes effect May 5, 2020.

Lake Washington Institute of Technology  
of Classified Employees

Dated: 06/19/2020

By: *Heidi Davis*  
Heidi Davis, President

Lake Washington Institute of Technology  
District No. 26

Dated: 06/19/2020

By: *Amy M. Morrison*  
Dr. Amy Morrison, President