

**Memorandum of Understanding
Tacoma Community College (TCC) and TCC Federation of Teachers**

**Domestic Violence, Sexual Assault, or Stalking Leave,
Military Leave, and Military Family Leave**

The Tacoma Community College (hereinafter the "College"), and the Tacoma Community College Federation of Teachers (hereinafter the "Union"), hereby enter into and agree to the following memorandum of understanding for the 2010-2011 academic year:

Domestic Violence, Sexual Assault, or Stalking Leave

An academic employee who is a victim, or whose family member is a victim, of domestic violence, sexual assault, or stalking, is entitled to take reasonable leave from work. Such leave will be granted in order to seek safety, legal assistance, treatment, or for any other purpose provided for in RCW 49.76.030.

An employee who is approved to be absent from work under this policy may elect to use any available personal and/or sick leave, or may take leave without pay. Academic employees may also apply for shared leave.

An employee must give advance notice of leave to the management supervisor or Human Resources Office, unless advance notice cannot be given because of an emergency or unforeseen circumstance due to domestic violence, sexual assault, or stalking. If advance notice cannot be given, the employee or the employee's designee must give notice no later than the end of the first day that the employee is taking such leave, and make arrangements to complete/submit the appropriate leave forms and additional required leave documentation.

Except for reasons listed under section 8(b) of RCW 49.76.040, the college shall maintain the confidentiality of information provided by the employee.

Military Leave

An academic employee who is called to report for active duty or participate in active training duty as a member of any of the United States armed forces or organized reserves is entitled to a paid military leave of absence for up to 21 days each year, between October 1st and September 30th. Such leave will be granted in addition to an academic employee's available personal and/or sick leave. While on military leave, an employee is entitled to receive his or her normal pay, in accordance with RCW 38.40.060.

The academic employee may elect to take unpaid leave beyond 21 days for purposes of fulfilling military active duty or active duty training, per section 5.17(c) (4) of the negotiated contract, and may be eligible to participate in the Uniformed Service Shared Leave Pool, per RCW 43.79.500.

Military Family Leave - An academic employee whose spouse or domestic partner is a deployable member of the United States armed forces or organized reserves is entitled to 15 days of unpaid leave per deployment. Leave is to be taken after the deployment notice, but before the spouse/partner leaves for deployment, or while the spouse/partner is on leave from deployment, per RCW 49.77.030.

Nothing in this provision shall limit the academic employee's right to use available personal and/or sick leave per section 5.12.

An employee who plans to take Military Family leave must provide notice to their management supervisor or Human Resources office after receiving the deployment notice, in order to aid in instructional scheduling.

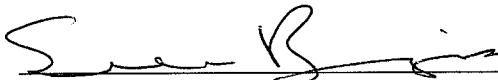
This memorandum of understanding will be in force until a new negotiated agreement is signed by both parties.



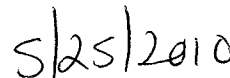
Mike Towey, President of TCCFT
Representing the TCCFT Academic Employees



Date



Silvia Barajas, Vice President
Administrative Services
Representing TCC Management
on Behalf of the Board of Trustees



Date