Memorandum of Understanding
Between
International Association of Machinists, Lodge No. 160, Local #289, Automotive Mechanics
and Shoreline School District No. 412

LEAVE APPROVAL PROCEDURES

This Memorandum of Understanding (MOU) regarding **Leave Approval Procedures** is supplemental to the 2025 – 2028 Collective Bargaining Agreement between International Association of Machinists, Automotive Mechanics, Lodge No. 160, Local #289 (Union) and Shoreline School District No. 412 (District).

WHEREAS, the Union and District share an interest in clear and equitable leave approval procedures for employees; and

WHEREAS, the Parties share an interest in safe and predictable staffing levels in the Automotive Shop;

NOW THEREFORE, the Parties agree to the following Leave Approval Procedures for Automotive Mechanics:

1) Procedures and Timelines:
   - Leave requests are submitted to the Director of Transportation, following review and clearance of the leave request by the mechanics using the shared leave calendar process described below. Leave requests are reviewed by the Lead Mechanic and submitted to the Director of Transportation after the shared leave calendar process has been completed by the staff.
   - Within five (5) business days of receipt, the Director will notify the mechanic of a final decision to approve or deny the leave request, or will notify the mechanic that a final decision will be delayed but provided to the employee within five (5) additional business days.
   - Leave requests will be approved or denied within a maximum of ten (10) business days of receipt by the Director.
   - The Director will make every effort to approve leave requests for exceptional circumstances, such as family events, that are beyond the control of the employee to schedule.

2) Eligibility for use of vacation and/or personal leave:
   - To assure a safe working environment in the shop, no fewer than two (2) mechanics shall be scheduled to work at the same time, except as described in paragraph 2 for Winter Break.
   - All mechanics may use leave at the same time over Winter Break, provided one mechanic shall be "on call" if school buses are actively transporting students over the break. The mechanics agree to rotate responsibility for being on call, so that all employees will have an opportunity to take uninterrupted leave over the holidays.
   - Leave may be taken in the Summer.
   - In any given year, leave may be taken during Mid-Winter Break in February AND/OR during Spring Break in April. The Director will notify mechanics of which break, mid-winter or spring, is eligible for use of leave that year as soon as s/he receives confirmation of the date of the annual inspection by the Washington State Patrol.
   - Once leave is approved, it may not be rescinded by the District except in the case of an extreme vehicle emergency that threatens the ability of the District to meet its obligations

to transport students to and from school. A need for bus drivers does not constitute a vehicle emergency.

3) Process for developing a shared leave calendar among co-workers:
   - The mechanics agree to use a shared calendar or similar planning tool, located in the Lead Mechanic's work area, to allow individuals to identify the dates they wish to use leave and all work together to avoid conflicts.
   - The shared calendar for the coming year will be available prior to the start of the new school year, so people have an opportunity to identify their preferred dates of leave as early as possible.
   - Management and staff share a desire for co-workers to come to a mutually-agreeable plan for use of leave. In the event a conflict cannot be worked out among co-workers, the concern shall be brought to the Director who will talk with all parties, review the leave requests in dispute, and then reach a decision using seniority as a tiebreaker when necessary.

Agreed to this 10th day of October, 2025

Beth Bergeon
Beth Bergeon
Business Representative
International Association of Machinists
District Lodge No. 160, Local #289

Randi Seaberg 10/10/2025
Randi Seaberg, Director of Classified Staff
Human Resources