

**Memorandum of Agreement  
between  
SEIU Local 509  
and  
MassHealth**

**Vacation Scheduling**

**WHEREAS**, the AFSCME/SEIU Alliance, Local 509 (“Union”) and the Commonwealth of Massachusetts (“Commonwealth”) are parties to a collective bargaining agreement (“CBA”); and

**WHEREAS**, in accordance with Article 9, Section 8, the parties expressly recognized that vacation leave is subject to operational needs; and

**WHEREAS**, the parties acknowledge that maximizing the number of individuals allowed scheduled time off is mutually beneficial to both the Agency and the bargaining unit provided the operational needs of the Agency are satisfactorily maintained; and

**WHEREAS**, in accordance with Article 9, Section 8, the parties tasked department heads and union representatives at each work location (“local representatives”) with working out procedures for implementing a procedure of granting time off that enhances an employee’s ability to access and utilize leave time, subject to operational needs; and

**NOW THEREFORE**, the parties agree to the following:

1. On a quarterly basis, following the schedule attached to this Agreement as Appendix 1, employees will submit vacation leave requests and management will approve or deny those requests in the timeframe noted in the attachment and in accordance with Article 9, Section 8. For this purpose, seniority is defined as years of employment with the Commonwealth.
2. As noted in Appendix 1, employee vacation leave requests submitted after the agreed upon due dates will be considered on a first come first serve basis and will be approved subject to operational needs and pursuant to Article 9.
3. No more than fifty percent (50%) of employees per unit at each work location will be approved vacation leave on any given work day.
4. Management may need to change employee shifts for those working the day before and/or after a holiday to accommodate operational needs. These mandated schedule changes will be announced at least ten (10) days in advance and will be implemented at the local level, not a statewide level.
5. In recognition of the fact that vacations have been approved for the summer months of 2019, this pilot will be in effect for one (1) calendar year commencing September 1, 2019 and ending on August 31, 2020. Any vacation requests for the time period prior to October 1, 2019 will be accepted and reviewed in accordance with current operational process and needs.

Vacation Time	Due Date	Return Date
Nov 1 – Jan 31	Sep 1	Sep 15
Feb 1 – Apr 30	Dec 1	Dec 15
May 1 – Jul 31	Mar 1	Mar 15
Aug 1 – Oct 31	Jun 1	Jun 15

All vacations submitted by due date will considered on the basis of seniority

All vacations submitted after due date will be considered on first come first served basis

The parties agreed to the above on the date indicated below by:

For MassHealth:

Patricia Grant

Date: 6/25/19

For SEIU Local 509:

Carol Butler

Date: 6/25/19