

Letter of Understanding
by and between
UFCW Local 1189
and
Cerenity Senior Care, White Bear Lake


To correct the administrative process of how accrued vacation time is managed, accrued vacation hours that were previously held in the category of *future* time, were moved to the category of *available* time.

This correction may create an unexpected increased balance of available accrued vacation time for some associates. Therefore, an exception is being made to provide added flexibility in using the hours, where the policy would otherwise result in a loss of unused accrued vacation time.

Accrued *available* vacation time will not be forfeited through December 31, 2024. Effective January 1, 2025, any unused accrued time will be forfeited as of the associate's anniversary date as established in the union contract, unless a request is made to carry-over up to 40 hours, as described in article 10.6.

The balance of accrued *available* vacation time may be used in the following ways:

- Requesting and taking approved time off, in accordance with the established vacation request procedures.
- Cash out accrued time. An exception is being made to the current procedures that allow for up to 40 hours per calendar year to be cashed out, to allow for up to 80 hours per calendar year to be cashed out. This exception to allow up to 80 hours of accrued vacation time to be cashed out will be applicable through December 31, 2024.
- Donate accrued time to the Benedictine Foundation, or a community foundation of the associate's choice. Unused accrued vacation time may be donated anytime, within policy guidelines.



Cerenity Senior Care, White Bear Lake

9-27-2023

Date


UFCW Local 1189

9/27/2023

Date

dag/opeiu #12