



Part of Fairview
Health Services



**Letter of Understanding
PTO for Planned Events
July 10, 2025**

This Letter of Understanding is entered into between Grand Itasca Clinic and Hospital (hereafter “Employer”) and United Food and Commercial Workers Union Local #1189 (hereafter “Union”) representing the employees of Grand Itasca Clinic and Hospital.

WHEREAS the Employer and the Union negotiated the labor agreement currently in place and all changes to the Labor Agreement were negotiated in good faith and understood by both parties upon ratification of; and

WHEREAS the parties recognize additional time is needed to process biannual time off requests; and

WHEREAS the parties wish to amend the biannual time-off request timeframes; and

WHEREAS the parties wish to have a one-time three-month time-off request cycle in 2025 to achieve and align to the updated biannual timeframes.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. PTO requests, as controlled by **Article 15 – Paid-Time Off (PTO) & Short-Term Disability Benefit (STDB), Section 5: PTO for Planned Events** shall have a one-time three-month time off request time frame for the period October 1, 2025 – December 31, 2025, with a submission request date of August 1, 2025. The Employer shall communicate approved PTO for this time period to employees by September 1, 2025.
2. Amend the following language:

Article 15 – Paid-Time Off (PTO) & Short-Term Disability Benefit (STDB),

Section 5: PTO for Planned Events

PTO for planned events such as vacations, personal days off, etc. should be scheduled in advance and coordinated with the department supervisor. Each department may have different scheduling guidelines based on operational and minimum staffing requirements necessary to function properly and meet departmental needs. Reasonable attempts will be made to accommodate desired PTO times.

PTO must be requested by **October 1st** for the period of **January 1st – June 30th** and by **April 1st** for the period of **July 1st – December 31st**. ~~February 15th for the period of April 1st – September 30th and by August 15th for the time period of October 1st – March 31st.~~ Requests will be granted in order of seniority. Within thirty (30) calendar days of **October 1st**, ~~February 15th~~ and **April 1st**, ~~August 15th~~, approved PTO will be communicated to employees. The employee is not required to have the PTO hours accrued at the time of request. However, approval requires the employee must be able to reasonably accrue the PTO in the pay period preceding the requested time off. If the employee does not have sufficient PTO hours accrued in the pay period preceding the planned absence, the Employer will discuss options with the employee and the approval may be rescinded by the Employer.

Requests should include the employees name and the desired days off, be dated and signed by the employee as well as verbally communicated as soon as possible. In the event a schedule conflict presents itself, the employees in question should attempt to work out a reasonable solution; one that is also acceptable to their supervisor. If a resolution is not reached, priority will be granted starting with employees with the most continuous years of service.

PTO requests for vacation submitted to the department supervisor after **October 1st** and **April 1st**, ~~February 15th~~ will generally be granted where staffing requirements permit to those employees who submitted them first.

FINALLY, This Letter of Understanding represents the full and complete agreement between the parties regarding this matter. Should any unforeseen or unintended issues arise relating to this LOU, both parties agree to meet and address such issues.

FOR THE UNION

FOR THE EMPLOYER

Signed by:


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UFCW Representative

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Katherine Burns-Christenson,
Senior HR Director

July 13, 2025 | 9:50 PM CDT

Date

July 11, 2025 | 2:34 PM CDT

Date