

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNIVERSITY OF WASHINGTON (UNIVERSITY)  
AND  
THE INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND  
AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW), AFL-CIO and its  
LOCAL UNION 4121 (UNION)**

**MOU: Time off tracking in Workday**

During negotiations for the 2021-2024 successor agreement, the parties reached agreement regarding *Time off tracking in Workday*, effective September 16, 2022.

The parties agree that upon request during Fall Quarter 2021, either party may initiate discussions regarding the process of implementation of requesting, recording, and tracking holidays, vacation, and leaves in Workday, as also identified in Articles 10, 17 and 32.

The parties will agree upon the language the University uses to communicate to departments and hiring units regarding the implementation of requesting, recording, and tracking holidays, vacation, and leaves in Workday. The parties agree to make good faith efforts to produce the language as described above in order to provide the communication to departments and hiring units prior to Fall Quarter 2022.