



EDUCATIONAL LEAVE
LETTER OF UNDERSTANDING 2017

In the spirit of the Labor Management Partnership, Kaiser Permanente ("Employer") and its union partner Kaiser Permanente Nurse Anesthetist Association of Southern California ("KPNAA") have developed this Letter of Understanding to address mutual concerns regarding the application and use of Educational Leave. By way of this LOU, the Employer and KPNAA agree to the following principles:

1. The manner in which Educational Leave is used when such leave is taken in conjunction with ETO (i.e. vacation) shall be determined by the employees in the Anesthesia Department. By majority vote each year, employees will choose one of the following options:
 - a. Grant Educational Leave requests with ETO requests during annual vacation planning;
 - b. Grant Educational Leave requests up to "x" number of days per department recommendation with ETO requests during annual vacation planning; or
 - c. Do not grant Educational Leave requests until after annual vacation planning has been completed.

Departments that fail to either reach a majority or conduct a vote will, by default, follow option "c" above.

2. On-line courses shall be reimbursed one hour of Educational Leave pay per CEU earned.
3. The parties understand the importance of recognizing different types of educational opportunities for which employees may request and be granted Educational Leave. Educational Leave may be granted for an employee's participation in educational opportunities that are beneficial to the practice of the provider (examples include: volunteer work as a CRNA, teaching opportunities related to the practice of anesthesia). The educational opportunity must be approved in advance in Paragraphs 1404 and 1405 of the collective bargaining agreement.
4. Travel guidelines:
 - a. If an employee travels on a day that they participate in the educational program or opportunity, consideration will be given to granting Educational Leave for the day including time to travel.

Example: If a conference begins on a Friday evening and there is an educational session on Friday evening or CEUs are earned on Friday evening, Educational Leave should be granted for the entire day in accordance with Paragraph 1403 of the collective bargaining agreement.

- b. If an employee travels on a day that they do not participate in the educational program or opportunity. Educational Leave shall not be granted for the day.
- 5. Approval of Educational Leave for weeklong conferences will be on a case-by-case basis. If agreement cannot be reached between the employee and his/her Department Administrator clarification will be made by contacting Labor Relations and KPNAA.
- 6. Educational Leave tracking will be based on a calendar year. Employees who become eligible for Educational Leave mid-year will receive a pro-rated number of days for remainder of the calendar year. It is the Employer's responsibility to track and monitor employees' use of Educational Leave.
- 7. The Employee shall ensure that the Education Leave CEU paperwork is turned in to the Employer within one year from when the CEU Education Leave time is taken in order to obtain Education Leave credit.

The above is agreed to by the parties:

For the Employer:
Beiko Matus

For the Association:
Kathleen Thabard

Date:
5/18/2017

Date:
5/18/2017

Reference: Article XIV of the CBA