

MEMORANDUM OF AGREEMENT

Multnomah County District Attorney Vacation Policy

I. Parties to the Agreement

The parties to this Memorandum of Agreement (hereinafter referred to as "MOA") are Multnomah County, Oregon (hereinafter referred to as "County"), Multnomah County District Attorney's Office (hereinafter referred to as "MCDA"), and AFSCME Local 88 (hereinafter referred to as "Union").

II. Background

- A. In accordance with Article 8.V of the parties' Collective Bargaining Agreement, the use and scheduling of accrued vacation within MCDA shall be in accordance with the following MOA.
- B. This MOA is an update to the July 24, 2001, Vacation Policy MOA, which shall be considered rescinded following the ratification of this Agreement.

Now, therefore, the parties mutually agree as follows:

III. Terms of Agreement

- 1. Unless otherwise noted in this MOA, vacation selection at MCDA shall be on a "first-come, first-served" basis.
- 2. Vacation requests will be granted no more than one (1) calendar year in advance. Granted vacation requests may be rescinded if the employee does not have enough accruals at the time of the leave.
- 3. Only managers will grant or deny vacation requests. Acting managers or supervisors may grant or deny vacation requests in the absence of the manager under certain circumstances. Managers may consult with schedulers and other staff to determine business needs before making a decision.
- 4. Vacation requests made with fourteen (14) days or more advance notice will usually be granted. Managers will respond to employees within five (5) business days of the request.
- 5. Requests made with less than fourteen (14) days' notice may result in a conditional approval based on business needs. Managers will let staff know as soon as possible if their conditional request is approved or denied. Staff should tell managers if they have a "need to know by" date when making the request.
- 6. To ensure adequate coverage during peak request seasons, including fall/winter holidays and the summer, MCDA Human Resources will solicit requests from Local 88 employees one to two months in advance of the season by email (generally by April 15 and September

15 of each year). In an effort to give all employees the opportunity to have time off during the fall/winter holidays and/or summer, consideration will be given to those employees who have taken limited time off over the previous year.

7. Factors that will be considered in responding to vacation requests include, but are not limited to: jury duty; pre-planned sick leave or other protected leave; bereavement leave; any other contractually mandated leave; coverage availability; or other specific skill sets needed for adequate staffing coverage.
8. In situations where sections 6 and 7 are considered, and there is essentially a "tie" between employees' requests, higher seniority will be considered the determining factor.
9. Managers will create and maintain a vacation calendar for their location. Managers will keep track of when vacation requests are received.
10. Managers may choose to have staff use a Time Off Request Form or send an E-mail request when submitting vacation requests.
11. Approved vacation will be honored if an employee moves to a new position.
12. Any dispute over the meaning, interpretation, or application of this MOA shall be subject to the grievance procedure set forth in Article 18 of the parties' Collective Bargaining Agreement.

Agreed to this date October 9, 2026.

For the Union:



Adam Korst
Council Representative
AFSCME Local 88

For the County:



Matt Davies
Labor Relations Manager
Multnomah County



Rachel O'Rourke
Vice-President
AFSCME Local 88