

MEMORANDUM OF AGREEMENT
Voluntary Rescind of Approved PTO – September to December 2021

VNA of WNY

This Agreement is made by and between the Visiting Nursing Association of Western New York, hereinafter referred to as the "VNA" and the Communications Workers of America, AFL-CIO, hereinafter referred to as the "Union", collectively referred to as "the Parties."

In an effort to maintain staffing levels to cover VNA case volumes, the following two plans will be utilized after other measures to provide sufficient staffing have been exhausted. These will be implemented at the sole discretion of management, and will not be used as a permanent solution for staffing shortages.

1. Employees on approved PTO will be allowed to voluntarily rescind approved PTO requests during September 19, 2021 to December 31, 2021.

Employees who wish to participate in this must indicate their availability on a sign-up sheet that will be posted for this purpose. Employees must sign up no later than the Friday of the week preceding the week in which they are taking PTO. Managers will evaluate their need for this additional help on a daily basis, based upon staffing availability and visit volume. Employees on the list will then be contacted in order of seniority, as needed.

2. Employees who are taking one or more days of scheduled paid time off (PTO) in a week during September 19, 2021 to December 31, 2021 may elect to work during one or more of the PTO days during that week and will receive their regular hourly pay in addition to the PTO pay. Overtime will be paid if the combination of hour worked and PTO hours exceeds 40 hours. Employees electing to work on a given PTO day must work at least a half day (i.e. half of their customary work shift).

Employees will not be eligible to work during PTO that is taken in conjunction with FMLA, Disability, Worker's Compensation, Paid Family Leave or intermittent sick leave.

Employees who wish to participate in this incentive must indicate their availability on a sign-up sheet that will be posted for this purpose. Employees must sign up no later than the Friday of the week preceding the week in which they are taking the PTO. Managers will evaluate their need for this additional help on a daily basis, based upon staffing availability and visit volume. Employees on the list will then be contacted in order of seniority as needed.

This agreement is non precedent- setting.

FOR COMMUNICATIONS WORKERS
OF AMERICA, AFL-CIO:

Kelly White

DATE: 9/16/21

FOR VISITING NURSING ASSOCIATION
OF WESTERN NEW YORK

Paul M. Cebun

DATE: 9/16/2021 e