

Side Letter

SIDE LETTER RE: VACATION SCHEDULING IN DENTAL DEPARTMENT

This side letter agreement between County of San Mateo (hereinafter referred to as the “County”) and the Union of American Physicians and Dentists (hereinafter referred to as the “Union”) (hereinafter collectively referred to as the “parties”) shall confirm agree to the following reached in negotiations for a Memorandum of Understanding.

By October 1st during each year of the contract, the parties agree to meet to review vacation scheduling for dentists around the winter recess period in December, specifically December 23rd through January 1st. The parties understand and agree that the Dental Department supports optimizing time off for dentists so long as patient care and operational efficiency is maintained. The parties will consider relevant data in this review, including but not limited to:

- Historical patient census during winter recess
- Scheduled patients during winter recess as of the date of the meeting
- Available dentists
- Available care teams members
- Ability to maintain clinic hours at all locations

During the term of the agreement, the parties agree to include Continuing Education time off requests as a standing item for quarterly labor management meetings, when and if requested by UAPD.

FOR THE COUNTY:



Date: May 12, 2025

FOR THE UNION:



Date: May 13, 2025

Ms. Patricia Hernandez

Union of American Physicians and Dentists

This letter shall confirm certain understandings reached in negotiations for a Memorandum of Understanding covering the period of October 14, 2012 through May 9, 2015.

1. Direct Deposit shall be mandatory for all employees hired after August 19, 2000.
2. Should the Federal waiver on Drug Enforcement Agency (DEA) certification fees be terminated, and DEA certification is required in order to perform the duties assigned to the position, the County and the Union shall meet and confer regarding reimbursement of these fees.
3. Request for Part Time, Patient Care Scheduled Work Hour Analysis: Salary is established based on scheduled work hours, up to a full time schedule. Given the nature of primary care work, there may be occasions where physicians are required to stay beyond their scheduled hours in order to address patient needs and related responsibilities.

Within ninety (90) days following ratification and approval, part time, primary care physicians will meet with their supervisors to discuss “assigned work hours,” which shall be subject to management approval.

In the event a regular, part time primary care employee believes their scheduled work hours are inaccurate on a regular basis over a period of at least ninety (90) days following ratification and approval and the establishment of “assigned work hours,” the employee may request a scheduled work hours analysis to be performed by an individual designated by management.

An employee shall initially submit the request for a work hours analysis to the Union for review. The Union may submit requests to the County. The County shall not perform more than two work hours analyses at any given time.

The analysis will be based on information derived from employee and management input, and direct observation, and will evaluate the employee’s workload compared with applicable productivity and quality standards within the organization. The results of the analysis shall be submitted to the Medical Director of Primary Care Services. Based on the results of the analysis, if it is advised that the scheduled hours are inadequate to cover the assigned workload, the Medical Director of Primary Care Services will decide to (1) implement changes in the efficiency of the work area, (2) adjust the employee’s workload, (3) adjust the employee’s scheduled hours, retroactive to the date of the employee’s request, or (4) a combination of the above. The Schedule Work Hours Analysis will be completed within sixty (60) days of the Union’s submission of the request to the County. This time limit may be extended by mutual agreement. Requests to extend time limits will not be unreasonably denied.

The results of the analysis are not subject to the grievance procedure. In the event the employee is not satisfied with the results of the work hours analysis, the employee may appeal the results of the analysis within ten (10) working days to the CEO or designee. The decision of the CEO or designee shall be final and binding. An employee may only request a work hours analysis once per year.

4. Hours of Work Policy: By December 31, 2013, the County will prepare a draft "Hours of Work" policy, subject to meet and confer as required by law. The intent of the policy is to provide consistent guidelines and definitions for hours of work, and to prevent utilization of exempt status as an opportunity to increase workloads.

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Dated: 10/24/19

APPROVED AND ACCEPTED:

UAPD

By 

County of San Mateo

By 



SAN MATEO COUNTY
HEALTH SYSTEM

February 3, 2011

Patricia Hernandez, Representative
Union of American Physicians & Dentists
1330 Broadway, Suite 730
Oakland, CA 94612

RE: Construction and Year-end Holiday Closures

Dear Ms. Hernandez,

The Union and the San Mateo Medical Center shall continue to work collaboratively with regards to staffing for short-term closures either for year-end holidays and/or due to construction needs.

The process will consist of the following:

- Advanced notification will be provided to staff regarding year-end holiday closure (i.e. December 24-January 1) and how employees may code their timecards.
- Should a work site need to be closed due to construction, each department will determine how many (if any) employees will be requested/authorized to work.
- The manager will notify those employees if there is other work that could be performed, and if the employee(s) could work at an alternate location.
- Employees may use accrued vacation, holiday, or comp time to cover time off for holiday or construction closures. There is also the possibility of signing up for VTO (Voluntary Time Off) and employees may discuss this option in advance with their manager.
- Flex time arrangements are on a case-by-case basis and should be discussed with the manager. Normally, the County does not allow employees to take Leave without Pay if they have time accrued. An employee must be in a full pay status for the regularly scheduled shift the day before and the day after a holiday in order to earn that holiday.



San Mateo Medical Center
A County System of Healthcare

Board of Supervisors: Rose Jacobs Gibson • Carole Groom • Don Horsley • Adrienne Tissier
Health System Chief: Jean S. Fraser • San Mateo Medical Center CEO: Susan Ehrlich, MD, MPP
222 W. 39th Avenue • San Mateo, CA 94403 • PHONE 650.573.2222 • CA RELAY 711 • FAX 650.573.2030
www.sanmateomedicalcenter.org

I look forward to working with you to enhance the work environment for the employees at the San Mateo Medical Center.

Sincerely,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Susan Ehrlich MD
Chief Executive Officer

cc: Chester J. Kunnappilly MD, Chief Medical Officer
Linda Franco, Deputy Director of Ambulatory Services
Nicole McKay, Employee Relations Manager
Liz Caserza, Employee Relations Analyst

SIDE LETTER
Between County of San Mateo and
Union of American Physicians and Dentists
Re: Revision to Section 16

The County of San Mateo ("County") and the Union of American Physicians and Dentists (UAPD) ("Union") tentatively agree to the changes reflected herein to Section 16 of the Memorandum of Understanding (MOU) between the County and UAPD.

Effective upon the San Mateo County Board of Supervisors' adoption of this agreement, "Section 16" of the MOU between the County and UAPD will be amended as follows:

Section 16. Leaves of Absences

16.11 Leave of Absence and Time Off for Psychiatry Resident

For Psychiatry Residents, the County will maintain a policy and meet the Accreditation County of Graduate Medical Education (ACGME) requirements related to qualifying medical, parental, and caregiver leave and paid time off so long as the requirements remain in effect and are consistent with state and federal law.

Any paid leave provided by these requirements will be the exclusive leave provided to Psychiatry Residents, to the extent that these requirements provide more than the paid leave that is provided to other employees in this unit.

SO AGREED:

FOR THE COUNTY:

Michelle Kuka / Michelle Kuka
(Signature / Printed Name)

Dated: 6/18/2026

FOR UAPD:

Schuyler Hull / Schuyler Hull
(Signature / Printed Name)

Dated: 06/15/2026

Psychiatric Residents Leave of Absence Policy

The County of San Mateo is committed to complying with the Accreditation Council on Graduate Medical Education (ACGME) requirements related to providing qualifying medical, parental, and caregiver leave and paid time off so long as the requirements remain in effect and are consistent with state and federal law.

The County of San Mateo has extensive leave of absence policies that are outlined in the Union of American Physicians and Dentists (UAPD) Memorandum of Understanding and County policies (<https://www.smcgov.org/hr/leave-employees-own-health-condition>). The leave policies describe the process for submitting and approving requests for leaves of absence.

In accordance with the requirements of ACGME as of July 1, 2026, Psychiatric Residents will be provided 1) up to six weeks of approved medical, parental, and caregiver leave(s) of absence for qualifying reasons that are consistent with state and federal law, to be taken once during a residency program and 2) up to one week of paid time outside of the first six weeks of the first approved medical, parental, or caregiver leave of absence.

ACGME-required leave runs concurrently with other forms of leave provided by County policy or state and federal law. Psychiatric Residents on an approved leave of absence can utilize their accrued leave balances to remain in a paid status for the duration of ACGME-required leaves. ACGME-required leave minimums do not limit other available leaves of absence, to the extent that a Psychiatric Resident would qualify for those other leaves under County policies or state or federal law.

If a Psychiatric Resident has a documented need to take a qualifying medical, parental or caregiver leave of absence while in the ACGME-accredited program and they do not have enough accrued and unused paid time off to keep them in a fully paid status for the first six weeks of such a leave of absence, then the employee can request an advance of their paid sick leave. (Psychiatric Residents must exhaust all forms of accrued paid leave before receiving this advance.) Psychiatric Residents will receive sick leave hours placed in their time off banks at the time of their approved leave and will NOT accrue additional sick leave until after the time they would have accrued the leave that was advanced.

- For example, a Psychiatric Resident who normally works 40 hour weeks and who needs to take a six-week medical leave of absence would need 240 hours of accrued paid time off to cover that time period. If at the time of the needed leave the Psychiatric Resident only has 100 hours of accrued paid time off, they could be advanced up to 140 hours of accrued sick leave to use so they remain in a paid status for the first six weeks of the approved leave of absence. The Psychiatric Resident will then not accrue any additional sick leave for approximately 37 pay periods, or until the 140 hours of accrued sick leave would have been normally accrued (typically 3.7 hours of sick leave are accrued every pay period).
- A Psychiatric Resident who needs to take a leave of absence but has sufficient accrued paid leave will not be entitled to be advanced additional paid sick leave.

- A Psychiatric Resident who has already taken at least six weeks of qualifying medical, parental, or caregiver leave during their ACGME-accredited program will also not be entitled to be advanced additional paid sick leave except as discussed below. (The employee may still qualify for leave pursuant to County policies and state or federal law.)

Psychiatric Residents will also have a minimum of one week of accrued paid time off reserved for use outside of the first six weeks of leave taken for qualifying medical, parental, or caregiving reasons. If a Psychiatric Resident does not have one week of accrued paid time off available, they can request an advance of up to one week of accrued paid time off. Resident physicians will receive sick leave hours placed in their time off banks at the time of this approved leave and will NOT accrue additional sick leave until after the time they would have accrued the leave that was advanced.

- A Psychiatric Resident who has already taken at least seven weeks of leave during their ACGME-accredited program will not be entitled to be advanced additional paid sick leave.

If a Psychiatric Resident remains in a paid status during their leave, the employee will continue to receive the same health benefits as they would if they were working regular hours.

Most American Board of Medical Specialties (ABMS) and American Osteopathic Association (AOA) Bureau of Osteopathic Specialists (BOS) certifying boards establish limits on allowable leave within an academic year and/or across the duration of a training program. In parallel, the ACGME specifies required curricular experiences and associated time-based participation necessary for graduation. If a resident's leave exceeds board- or program-allowable limits and/or compromises completion of required curriculum, the resident may be required to extend training to meet program requirements and/or applicable certifying board training requirements. Leave may also affect the timing of promotion to the next level of training, which may necessitate an amended contract (including adjustment of PGY and contract dates). A Psychiatry Resident anticipating an extended leave of absence must coordinate with their Program Director to evaluate the impact on satisfactory program completion and/or eligibility for relevant certifying board examinations and to develop an appropriate action plan.

A Psychiatric Resident who wishes to make a request for advancement of leave hours subject to this policy should follow the procedures laid out in the general County leave policies for requesting leave.

This policy is designed to reflect the ACGME regulations, so if the ACGME regulations change, this policy will change to mirror those regulations.