

MEMORANDUM AGREEMENT

PERSONAL LEAVE

(2019-2021)

Whereas, Independent School District #2687 and Education Minnesota Howard Lake-Waverly-Winsted have agreed to the bargained 2019-2021 contract, the following changes to personal leave (Article XII, Section 3.), will be made for the 2020-21 school year only.

Be it therefore resolved that the parties agree to the following:

Section 3. PERSONAL LEAVE:

Subd. A. A teacher shall be granted two (2) days of personal leave at his or her discretion. A teacher may carry over ~~one (1)~~ **two (2)** unused days of personal leave from one year to the next with a maximum accumulation of ~~three (3)~~ **four (4)** personal leave days in any school year. The teacher shall notify the Superintendent or supervising principal, in writing, one business day in advance of this leave.

Subd. B. Usage Limit: A teacher may not use more than ~~four (4)~~ **five (5)** personal days in one school year.

Subd. C. Personal Leave Trade for Salary: If a teacher does not use his/her personal leave during the school year, the teacher may submit in writing a request to be compensated at a rate of \$125 for each unused personal leave day.

Subd. D: Unpaid Days:

1. Teacher must use all accumulated personal days before he/she can take an unpaid day.

2. Additional Day Buy Back: May be granted after the exhaustion of personal leave days under the following provisions and cannot be accumulated:

a. Sick Leave Deduction: One (1) additional day may be "purchased" for 15 days of accumulated sick leave for teachers that have accumulated 50 sick leave days. These days will be deducted from the teacher's accrual of sick leave after approval by the building principal.

3. Unpaid Days:

a. Unpaid days will be used after additional buy back.

b. Unpaid days must be approved by the building principal 14 days in advance. Emergency circumstances will allow the principal discretion to approve if less than 14 days notice is given.

c. The payroll deduction for unpaid days will be taken out in full, on the payroll following the use of the unpaid day.

Subd. E. Personal days cannot be used during the first 10 student days and the last 10 student days of the school year. Personal days may be granted during the first and last 10 student days of school at the discretion of the Superintendent or supervising principal.

HEREOF, the parties have executed this Agreement as follows:

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

Education Minnesota
Howard Lake-Waverly-Winsted

Howard Lake-Waverly-Winsted Schools
District No. 2687

EMHLWW President

Board Chair

EMHLWW Chief Negotiator

Clerk

EMHLWW Negotiator

ISD 2687 Board Negotiator

Dated this _____ day of _____, 20__
Education Minnesota
Howard Lake-Waverly-Winsted

Dated this _____ day of _____, 20__
Howard Lake-Waverly-Winsted Schools
District No. 2687