

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
EDUCATION MINNESOTA – OSSEO ESP**

TOPIC: ESP Vacation and Personal Leave Accumulation Limit

EFFECTIVE DATE: July 1, 2021 through June 30, 2024

PURPOSE:

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD (“District”) and Education Minnesota – Osseo Education Support Professionals (ESP) as it relates to vacation time found in Article VI, Section 5 and personal time found in Article VIII Section 8.

CONDITIONS:

The parties acknowledge and agree that ESP employees who accrue vacation and personal leave and who were employed during the 2019-2020 and/or 2020-2021 school years, may have lost the ability to use this time in the 2019-2020 and 2020-2021 school years. This loss is due to the COVID-19 Pandemic, school closures, and distance and/or hybrid learning, necessary to continue the work of educating students. Therefore, the parties agree to the following:


1. 12-month employees who earn vacation leave will be able to carry-over accrued hours in excess of the 200 hours permitted in the collective bargaining agreement for the period ending on June 30, 2024. Employees must use any accrued vacation leave carried over from the 2019-2020 and 2020-2021 school years by June 30, 2024. Employees will continue to accrue vacation leave in the 2021-2022 and 2022-2023 school years according to Article VI, Section 5.
2. Employees will continue to follow all guidelines from the collective bargaining agreement and the Employee Handbook when requesting time off.
3. Employees and supervisors can mutually agree to allow vacation leave to be taken during high use days.
4. If an employee retires or leaves employment from the school district at any point before June 30th, 2024, the payout of vacation days will be defined as in Article VI, Section 5, letter e). The maximum payout will be 120 hours. Any hours in excess of 120, will be forfeited.

5. The following language applies only to those employees who, at the end of the 2020-2021 school year, have an accumulated balance of five (5) or six (6) personal leave days:
 - a. Employees will be permitted to accumulate one (1) additional personal leave day for the 2021-2022 school year for a total maximum accrual of seven (7) days.
 - b. Maximum personal leave balance on July 1, 2022 and July 1, 2023 will not exceed seven (7) days.
 - c. Employees will have until June 30, 2024 to use the additional accrued personal leave days. Any personal leave days over four (4) as of June 30, 2024 will be forfeited.
 - d. All other language of the collective bargaining agreement will apply regarding personal leave days.

6. This MOU shall set no precedent between the parties. Any conflicts regarding this agreement will be handled through the grievance process in the collective bargaining agreement.

The parties agree with the above conditions as evidenced by their signatures below.

Education Minnesota – Osseo ESP

DocuSigned by:

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President

5/10/2021

Date

Osseo Area Schools, ISD 279:

DocuSigned by:

A2391EF826ED4BA...

Director, Human Resources

5/10/2021

Date