

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
  
AND  
  
TEACHERS  
EDUCATION MINNESOTA - OSSEO**

**TOPIC:** Personal Leave Carry Over 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 Teachers Education Minnesota – OSSEO as it relates to Article IX, Section 6.

**CONDITIONS:** The parties acknowledge and agree to the following for Teachers who accrue personal leave time and were employed during the 2019-2020 and/or the 2020-2021 school year. Due to the COVID-19 Pandemic during the 2019-2020 and 2020-2021 school years, the parties agree to the following:

1. The following language applies only to those employees hired before July 1, 2007, and who did not opt-in to be a part of the PEHCA group, who earn one (1) personal leave day per school year and who, at the end of the 2020-2021 school year, have an accumulated balance of five (5) or more personal leave days:
  - a. Employees who have a cumulative total of five (5) or more personal leave days as of June 30, 2021, will be permitted to accumulate one (1) additional personal leave day for the 2021-2022.

School Year End Date	Carryover Permitted	New School Year Accrual	New School Year Total Accrual	June 30 <sup>th</sup> Balance Permitted for Carryover to the next school year
June 30, 2020	5 days	1 day	6 days	6 days
June 30, 2021	6 days	1 day	7 days	7 days
June 30, 2022	7 days	1 day	8 days	7 days
June 30, 2023	7 days	1 day	8 days	7 days
June 30, 2024	7 days	1 days	8 days	4 days

- b. Employees must use enough days to reduce their accrued balance to four (4) days by June 30, 2024, or forfeit any accrued days greater than five (5) on July 1, 2024 after receipt of one (1) personal leave day for the 2024-2025 school year.

- c. Maximum personal leave balance on July 1, 2022 and July 1, 2023 will not exceed seven (7) days.
  - d. The limit of 4% of teachers absent on any given day still applies, and a teacher may not use more than five (5) consecutive days of the teacher’s total accumulated balance for the same absence.
  - e. All other language of the collective bargaining agreement will apply regarding personal leave days.
2. The following language applies only to those employees hired on or after July 1, 2007, or those who have opted-in to the PEHCA group, who earn two (2) personal leave days per school year and who, at the end of the 2020-2021 school year, have an accumulated balance of four (4) or more personal leave days:
- a. Employees who have a cumulative total of four (4) or more personal leave days as of June 30, 2021, will be permitted to accumulate two (2) additional personal leave days for the 2021-2022.

School Year End Date	Carryover Permitted	New School Year Accrual	New School Year Total Accrual	Ending Balance Permitted for Carryover
June 30, 2020	4 days	2 days	6 Days	6 days
June 30, 2021	6 days	2 days	8 days	8 days
June 30, 2022	8 days	2 days	10 days	8 days
June 30, 2023	8 days	2 days	10 days	8 days
June 30, 2024	8 days	2 days	10 days	4 days

- b. Employees must use enough days to reduce their accrued balance to three (3) days by June 30, 2024, or forfeit any accrued days greater than five (5) on July 1, 2024 after receipt of one (2) personal leave days for the 2024-2025 school year.
  - c. .
  - d. Maximum personal leave balance on July 1, 2022 and July 1, 2023 will not exceed eight (8) days.
  - e. The limit of 4% of teachers absent on any given day still applies, and a teacher may not use more than five (5) consecutive days of the teacher’s total accumulated balance for the same absence.
  - f. All other language of the collective bargaining agreement will apply regarding personal leave days.
3. Normally, days off requested at the beginning or the end of the school year or on district identified high use days will only be granted in rare and special circumstances. Employees time off to be taken during high use days for employees as long as the total number of employees who request personal leave on a high use day does not exceed 4% as per the collective bargaining agreement and the time is approved by the Director of Human Resources.

4. 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.

Teachers

Education Minnesota - Osseo

DocuSigned by:

**KELLY WILSON**

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President

6/7/2021

Date

Osseo Area Schools, ISD 279:

DocuSigned by:

*Joel Milner*

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Director, Human Resources

6/16/2021

Date