

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
  
AND  
  
SALARIED PROFESSIONALS**

**TOPIC:** Non-Work Day and 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 Salaried Professionals as it relates to non-work days and personal leave.

**CONDITIONS:** The parties acknowledge and agree that Salaried Professionals who were employed during the 2019-2020 and/or 2020-2021 school years, who have a work year of 218 or 225 days who have non-work days, and any 186, 218 or 225 employees who accrue personal leave time, may have lost the ability to use this time in the 2019-2020 and/or 2020-2021 school years. This loss is due to the COVID-19 Pandemic, school closures distance learning, and the additional work necessary to plan, prepare and implement strategies to support the work of educating students. Therefore, the parties agree to the following:

1. Employees who use a work year calendar to identify 218 or 225 days will have the ability to carry over non-workdays if they were not used in the 2019-2020 and/or 2020-2021 school years.
2. Employees will have until June 30, 2024 to use the carry over days or they will be forfeited.
3. 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 up to seven (7) personal leave days by June 30, 2022.
  - 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.
4. Normally, days off requested at the beginning or the end of the school year or on district identified high use days will not be granted. Employees, supervisors and human resources can mutually agree to allow time off to be taken during high use days for employees.

- 5. 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.

School Executives

DocuSigned by:  
*Eric Turberville*  
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\_\_\_\_\_  
Representative

5/4/2021  
\_\_\_\_\_  
Date

Osseo Area Schools, ISD 279:

DocuSigned by:  
*Joel Milteer*  
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\_\_\_\_\_  
Director, Human Resources

5/4/2021  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date