

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
  
AND  
  
OSSEO PRINCIPALS ASSOCIATION**

**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 Osseo Principals Association (Principal) as it relates to non-work days and personal leave.

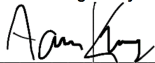
**CONDITIONS:** The parties acknowledge and agree that Principals who were employed during the 2019-2020 and/or 2020-2021 school years, who use a work year calendar to identify non-work days and who accrue personal leave time may have lost the ability to use this time in the 2019-2020 and/or 2020-2021 school years due to the COVID-19 Pandemic, school closures and 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 200, 218, and 225 days will have the ability to carry over non-workdays for the 2019-2020 or 2020-2021 school years. The language provided in Article VI, Section 4, Work Year still applies.
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 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, personal leave days off requested at the beginning or the end of the school year, the last day of the student school year, in conjunction with Principal staff development days and before/after natural breaks in the school year will not be approved. Personal leave days that fall on the excluded days will only be considered for approval for special circumstances with written explanation by the Principal and approval of Human Resources.
  
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.

Osseo Principals Association

DocuSigned by:  
  
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\_\_\_\_\_  
Representative

5/3/2021  
\_\_\_\_\_  
Date

Osseo Area Schools, ISD 279:

DocuSigned by:  
  
A2391EF826ED4BA...  
\_\_\_\_\_  
Director, Human Resources

5/3/2021  
\_\_\_\_\_  
Date