

**MEMORANDUM OF UNDERSTANDING
BETWEEN
OSSEO AREA SCHOOLS, ISD 279
AND
HOURLY TECHNICAL**

TOPIC: Vacation 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 Hourly Technical as it relates to vacation leave found in Article IV, Section 9, letter b, and Section 5 and personal leave found in Article VI Section 4.

CONDITIONS:

The parties acknowledge and agree that Hourly Technical employees who accrue vacation and personal leave time 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, distance and/or hybrid learning, and the work necessary to continue the education of students. Therefore, the parties agree to the following:

1. 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 2020-2021 school year by June 30, 2024. Employees will continue to accrue vacation leave in the 2021-2022 and 2022-2023 school years according to Article IV, Section 9.
2. Employees will continue to follow all guidelines from the collective bargaining agreement and the Employee Handbook when requesting leave.
3. 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 and supervisors can mutually agree to allow time off to be taken during high use days for employees.
4. If an employee retires or leaves employment from the school district at any point before June 30, 2024, the payout of vacation days will be defined as Article IV, Section 9 Vacation Allowance letter d. The maximum payout will be 200 hours.

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.

Hourly Technical

DocuSigned by:
Elizabeth Foster
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Representative

4/28/2021

Date

Osseo Area Schools, ISD 279:

DocuSigned by:
Joel Milteer
A2391EF826ED4BA...

Director, Human Resources

4/28/2021

Date