

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
  
AND  
MINNESOTA TEAMSTERS PUBLIC AND LAW ENFORCEMENT EMPLOYEES  
UNION LOCAL #320**

**TOPIC:** Custodial Vacation and Personal Leave Carry Over Limit

**EFFECTIVE DATE:** July 1, 2021 through June 30, 2023

**PURPOSE:**

The following contains the full text of the Memorandum of Understanding (MOU) between Osseo Area Schools, ISD (“District”) and Minnesota Teamsters Public and Law Enforcement Employees Union Local #320 (Custodians) as it relates to vacation leave found in Article XI, Section 2, Subd. 3 and personal leave found in Article X, Section 4.

**CONDITIONS:**

The parties acknowledge and agree that Custodial unit 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 twenty-five (25) days or two-hundred (200) hours permitted in the collective bargaining agreement for a period of two years ending on June 30, 2023. Employees must use any accrued vacation leave carried over from the 2019-2020 and/or 2020-2023 school years by June 30, 2023. Employees will continue to accrue vacation leave in the 2021-2022 and 2022-2023 school years according to Article XI, Section 2, Subd 3.
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, supervisors and human resources can mutually agree to allow time off to be taken during high use days for employees.

4. Employees will continue to follow the guidelines in Article XI, Section 2, when requesting vacation time in the 2021-2022 school year. When requesting personal leave time, employees will follow guidelines listed in Article X Section 4. Employees will also follow guidelines listed in the Osseo Employee Handbook when requesting time off on the districts systems.
5. If an employee retires or leaves employment from the school district at any point before December 30<sup>th</sup>, 2021, the payout will be defined as Article XI, Section 2, Subd 10. The maximum payout will be 25 days (200 hours).
6. 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. Employees must use at least two (2) days of accrued personal leave during the 2021-2022 school year, or forfeit any accrued days greater than four (4) on July 1, 2021.
  - c. All other language of the collective bargaining agreement will apply regarding personal leave days.
7. 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.

Minnesota Teamsters Public and Law Enforcement Employees

Osseo Area Schools, ISD 279:

Local #320:

DocuSigned by:  
*Jeff Lawrence*

88100E9A061444E...  
Union Steward

4/19/2021

Date

DocuSigned by:

*Joel Milner*

A2391EF826ED4BA...  
Director, Human Resources

4/19/2021

Date

DocuSigned by:

*Craig Johnson*

859EE47BF6E4DD...  
Local #320 Representative

4/19/2021

Date