

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
OSSEO AREA SCHOOLS, ISD 279  
  
AND  
  
CONFIDENTIAL SUPPORT SPECIALISTS**

**TOPIC:** Vacation, Paid Time Off 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 Confidential Support Specialists (CSS) as it relates to vacation leave found in Article VI, Section 10, Paid Time Off found in Article VI, Section 11, and personal leave found in Article VIII, Section 4.

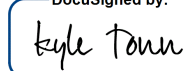
**CONDITIONS:** The parties acknowledge and agree that Confidential Support Specialist employees who accrue personal leave time and were employed during the 2019-2020 and/or 2020-2021 school years, may have lost the ability to use this time in the 2019-2020 and 2020-2021 school years. This loss is due 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 from the 2019-2020 and/or 2020-2021 school years that they were unable to use. Employees must use any accrued vacation leave carried over from the 2019-2020 and/or 2020-2021 school years by June 30, 2024. Employees will continue to accrue vacation leave in the 2021-2022 and 2022-2023 school years according to Article VI, Section 10.
2. If an employee who accrues vacation leave retires or leaves employment from the school district at any point before June 30, 2024, the payout will be defined according to language in Article VI, Section 10 Vacation Allowance letter d. The maximum payout will be 25 days of accrued vacation leave.
3. Employees who earn Paid Time Off (PTO) will be able to carry over accrued hours from the 2019-2020 and/or 2020-2021 school years that they were unable to use. Employees must use any accrued PTO carried over from the 2019-2020 and/or 2020-2021 school years by June 30, 2024. Employees will continue to accrue PTO in the 2021-2022 and 2022-2023 school years according to Article VI, Section 11 of the collective bargaining agreement.
4. If an employee who accrues PTO retires or leaves employment from the school district at any point before June 30, 2024, the payout will be defined according to language in Article VI, Section 11 Paid Time Off, Subd. 6. The maximum payout will be 220 hours of accrued PTO.

5. Employees will continue to follow all guidelines from the collective bargaining agreement and the Employee Handbook when requesting leave.
6. The following language applies only to those employees who earn personal leave and 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.
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.

Confidential Support Specialist

DocuSigned by:  
  
79C801410018411...  
Representative

4/26/2021  
Date

Osseo Area Schools, ISD 279:

DocuSigned by:  
  
A2391EF826ED4BA...  
Director, Human Resources

4/26/2021  
Date