

**March 14, 2024**  
**2023-25 ESS Negotiations**

Key:

Additions: blue / bold / italics / underlined

~~Deletions~~: blue / strikethrough

**Amendment to District Proposal #1**

1. (With Strikethroughs)

Article VIII: Leaves of Absence

Section 1. ~~Sick Leave~~ **Paid Time Off (PTO)**:

Subd. 1. All-Education Support Specialists shall earn **PTO at the rate of one (1) hour for every sixteen (16) hours of work completed** ~~sick leave at the rate of nine (9) days annually at the start of each school year, but only a maximum of one hundred and twenty (120) sick leave days will carry over as of June 30th of each year.~~

Subd. 2. Unused ~~sick leave days~~ **PTO** may accumulate to a maximum ~~credit~~ of **one hundred and twenty (120) sick leave days of sick leave eighty (80) hours** per employee **and unused PTO will roll over annually.**

~~Subd. 3. Sick leave with pay shall be allowed by the School Board whenever an employee's absence is found to have been due to illness which prevented attendance at school and performance of duties on that day or days.~~

Subd. **4.3**. ~~Sick leave allowed~~ **PTO used** shall be deducted from the accumulated ~~sick leave days~~ **PTO** earned by the employee.

~~Subd. 5. Up to sixty (60) days, per occurrence of accumulated sick leave may be used in case of serious illness, death, or emergency for spouse and children. Up to seven (7) days, per occurrence of accumulated sick leave may be used for sisters, brothers, parents, father-in-law, mother-in-law, grandparents, grandchildren, brother-in-law, sister-in-law, son-in-law and daughter-in-law.~~

~~Subd. 6. In the event the School District suspects abuse of use of sick leave by a Education Support Specialist, a doctor's certificate verifying the illness may be requested. This certificate shall be obtained and presented to the administration with the Education Support Specialist assuming the complete cost.~~

~~Subd. 7. Sick leave balances shall be reported on employee self serv.~~

~~Subd. 8. In the case of death, only for aunt and uncle, one sick leave day may be used to attend the funeral.~~

~~Subd. 9. Additional sick leave days may be granted for a funeral, at the discretion of the Superintendent or designee for other individuals not listed in the above subdivisions.~~

**Subd. 4. Requested use of PTO must be made to the Supervisor and receive approval prior to the day the leave is taken, if possible, but no reason has to be stated for said leave.**

**Subd. 5. PTO may be accessed for any day in which school is closed prior to reporting for work due to inclement weather or other unforeseen emergency.**

## Section 2. Personal Leave:

~~Subd. 1. An employee may be granted two (2) days of leave per year for personal business, at the discretion of the building Principal, providing no other time is available. An additional personal day shall be granted to all employees at the beginning of the school year of their 20 year of service to the School District as a Education Support Specialist. (Example: If hired between July 1, 1997 and June 30, 1998, you will be eligible at the start of the 2016-2017 school year.) For those Education Support Specialists with a date in seniority list Column A, Article VII, Section 1 shall apply. The building Principal may exercise discretion to prevent an overburdensome number of Education Support Specialists from being gone at one time.~~

~~Subd. 2 Education Support Specialists that work twelve (12) or more days in the summer will earn additional personal time. Additional personal time will be awarded equal to one day using the average daily hours worked in the summer. Summer personal leave time will carry into the following school year.~~

~~Subd. 3 The request must be made to the Building Principal at least one week prior to the proposed leave date, whenever practical, and receive approval prior to the day the leave is taken, if possible, but no reason has to be stated for said leave.~~

~~Subd. 4. Personal leave allowed shall not be deducted from the accumulated sick leave days earned by the employee.~~

~~Subd. 5. Any employee with unused personal leave days at the end of the school year, will have those days, up to a maximum of two (2), carried over and added on to the following year. A maximum of four (4) days may be stored for those Education Support Specialists not having reached their 20 year of service, and a maximum of five (5) days for those Education Support Specialists having reached their 20 year of service. Four (4) or five (5) days may be used consecutively.~~

## 2. (Plain Language)

### Article VIII: Leaves of Absence

#### Section 1. Paid Time Off (PTO):

Subd. 1. All Education Support Specialists shall earn PTO at the rate of one (1) hour for every sixteen (16) hours of work completed.

Subd. 2. Unused PTO may accumulate to a maximum of eighty (80) hours per employee and unused PTO will roll over annually.

Subd. 3. PTO used shall be deducted from the accumulated PTO earned by the employee.

Subd. 4. Requested use of PTO must be made to the Supervisor and receive approval prior to the day the leave is taken, if possible, but no reason has to be stated for said leave.

Subd. 5. PTO may be accessed for any day in which school is closed prior to reporting for work due to inclement weather or other unforeseen emergency.