



June 5, 2025

To: STMA Support Staff
From: Douglas Birk- Executive Director of Administrative Services

OPTION TO CASH OUT LEAVE FOR STAFF WHO MET 90% ATTENDANCE TARGET

Dear Support Staff:

As we close out this school year, Employee Services wants to provide you some important information about two new benefits in the recently ratified Master Agreement.

I. Option to Cash Out Leave for 2024-25 (8.1.6)

Eligible support staff have the option to cash out leave subject to the guidelines below.

Employee Services will ask staff how many days they want to cash out via Skyward-Employee Access starting on June 6, 2025 and this option will be available through July 7, 2025.

Not all support staff will be eligible for this benefit. To be eligible, you must meet each of the criteria below:

- Work a permanent schedule of 14 or more hours per week¹;
- Work for the school district in a permanent support staff position for one calendar year by June 30, 2025;
- Worked 90% of your scheduled worked year in 2024-25²;
- Maintain an Earned Sick and Safe Time (ESST) balance of 80 hours as of May 31, 2025; and
- Be employed with the school district in a permanent support staff position on September 15, 2025.

A. **School Year Only Staff (Sept to June)** (includes Food Service, Office Paraprofessionals, Print Shop Operator, Due Process Paraprofessionals and all other paraprofessionals except Kids Play).

- May apply to cash out up to 2 days³ of Sick and Safe Time (ESST)⁴; **and**
- May apply to cash out up to 2 days of Paid Time Off.
- Note: Days must be selected in whole day increments and will be paid on October 15, 2025.

Only 1 Action Step for You: School year staff need to indicate the number of whole days they wish to cash out in Skyward-Employee Access by July 7th and Employee Services will verify if the employee meets the eligibility requirements and send a confirmation by email by September 15, 2025.

¹ Summer, seasonal, temporary and substitute work is excluded.

² This amount is 153 complete work days for school year staff and 234 complete work days for 12-month staff.

³ Days will vary by staff and reflect the normal scheduled work day (i.e. secondary special education para typically work 6.5 hours a day).

⁴ This would be the employee's wage rate as of June 30, 2025.



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B. **12-Month Staff** (Kids Play Paraprofessionals, Activity Center Supervisors, Administrative Assistants, Special Services Coordinators).

- Must have worked 234 out of 260 days; and
- May apply to cash out up to 2 days⁵ of Sick and Safe Time⁶.
- Note: Days must be selected in whole day increments and will be paid on October 15, 2025.

Only 1 Action Step for You: 12-Month staff need to indicate the number of whole sick days they wish to cash out in Skyward-Employee Access by July 7th and Employee Services will verify if the employee meets the eligibility requirements and send a confirmation by email by September 15, 2025.

FINAL STEPS

1. For all staff who submit an entry through Skyward, Employee Services will verify your eligibility over the summer and remind you of this issue on or before September 15, 2025.
2. Staff must be employed by the school district on September 15, 2025.
3. Employee Services will deduct leave time on or after September 15, 2025.
4. Payments will be made on October 15, 2025.

QUESTIONS AND ANSWERS

1. ***Why does the district want us to do this?***

Answer: In this school labor environment, we do not have sufficient substitutes to cover anticipated leave. Our best substitute work force is our existing substitute workforce. Our hope is that these incentives will encourage higher levels of attendance and ease the strain of staff on leave for the entire organization.

2. ***Do I have to cash out the time?***

Answer: No. You are not required to cash out time. It is your choice. If you make no selection, the district will presume you do not wish to cash out any time and you may opt again next year.

3. ***What happens if I miss time because I was sick or on vacation?***

Answer: The days set out in the Master Contract account for the vacation or paid time off of staff. This incentive is intended for support staff who meet certain attendance targets. It is possible that staff who were out on approved sick leave will not be eligible for this cash out option in a given year.

4. ***What happens if I resign from my school position before the start of the school year?***

Answer: The employee is not eligible unless the employee retired with 10 or more years of service.

⁵ Days will vary by staff and reflect the normal scheduled work day (i.e. secondary special education para typically work 6.5 hours a day).

⁶ This would be the employee's wage rate as of June 30, 2025.



5. *Who can I contact if I have questions?* **Answer:** Employee Services. You can call 763-497-3180, option 3. Or you can email dougalsbi@mystma.org or michellen@mystma.org

6. **How do I complete this in Skyward?**

After you login to [Skyward](#), select Employee Access from the drop down menu next to the Home menu button. Then find Online Forms within the Employee Information menu.

