



## Maintenance - 8.1.6 Work Attendance Incentives and Leave Cash Out

### **I. NEW: Work Attendance Bonus**

If you work 95% of your schedule during the year you will receive 16 hours of pay at your current wage rate.

***What do you have to do to get this benefit?***

**Answer:** Nothing. Employee Services will determine if you're eligible and communicate by August 15, 2025.

*To be eligible, you must:*

- Be a permanent full time maintenance employee
  - You work 12 months a year (does not apply to seasonal, temporary or substitute employees);
- Have worked 248 days during the 2024-25 work year (from July 1st to June 30th)
  - Use of accrued vacation and paid Holidays counts as time worked.
  - School closure days count as time worked.
- Must be employed by the district as of June 30, 2025.

***What to expect and when do you get paid?***

- July 15th - Employee Services will identify eligible maintenance staff who meet the 248 day threshold
- July 18th - Employee Services will send out communication to all permanent staff
- Aug 15th - Deadline for Staff to raise an issue or appeal ineligibility for the 2024-25 work year
- Aug 29th - Eligible staff will see stipend incentive on paycheck

### **II. NEW: Leave Cash Out**

If you work 90% of your schedule during the year you have the option to cash out sick leave at your current wage rate.

***What do you have to do to get this benefit?***

**Answer:** Submit a written form to Employee Services by July 31, 2025. [Click here for the form.](#)

*To be eligible, you must:*

- Be a full-time permanent employee (work 12 months a year)
  - Not applicable to temporary or seasonal employees
  - Employees who work less than 40 hours a week will have the benefit prorated
- Maintain an accrued sick leave balance of 80 hours or more as of June 30, 2025
  - Note: You cannot cash out sick leave that reduces your sick time balance below 80 hours.
- Have worked 235 complete work days from July 1, 2024 to June 30, 2025
  - Use of accrued vacation and paid holidays counts as time worked.
  - 2 school closure days for 2024-25 counts as time worked.
- Must be employed by the school district as of June 30, 2025



## *What to expect and when do you get paid?*

- First, you must submit an authorization form to Employee Services (ES)
- July 15th - ES will identify eligible maintenance staff who meet the 235 day threshold.
- July 18th - ES will send out communication to all permanent staff who are eligible for this benefit
- July 31st - Deadline for Maintenance staff to submit an authorization form
- Aug 15th - Deadline for Staff to raise an issue or appeal ineligibility for the 2024-25 work year
- Aug 29th - Eligible staff will see cash pay outs for leave on paycheck
- Your time will be deducted from your leave balance before the cash out

## **QUESTIONS AND ANSWERS**

### ***1. How can I learn more about this benefit?***

**Answer:** The benefit is outlined in Section 8.1.6 of the Master Contract. [Click here to access the contract.](#)

### ***2. Can I get both benefits (the stipend pay out and the option to cash out sick leave)?***

**Answer:** Yes. Maintenance staff may qualify for both of these benefits if they meet the criteria.

### ***3. Where can I go to get help?***

**Answer:** Contact Employee Services (HR). Reach out to Michelle Neu at [michellen@mystma.org](mailto:michellen@mystma.org) or call extension 5578.

### ***4. Why is the district doing this?***

**Answer:** These are new contract benefits that are intended to reward our staff who commit to solid attendance throughout the work year. Of course, we do understand that people will experience extended leaves for a lot of good reasons, but this benefit is aimed at the people who were the most dependable and reliable staff throughout the year. Now more than ever - your attendance makes a positive difference for students, staff and the community.

### ***5. Where do I go if I think HR has it wrong?***

**Answer:** You can always contact your union representatives for assistance. You can reach out to Sara Nyhus at [saran@local284.com](mailto:saran@local284.com) or Gerald Bade at Middle School East.