OTTAWA AREA INTERMEDIATE SCHOOL DISTRICT
AND THE
CAREERLINE TECH CENTER TEACHERS' ASSOCIATION

Letter of Understanding Regarding Personal Leave

This Letter of Understanding (LOU) shall be effective as of 10/14, 2025 ("Execution Date"). The Careerline Tech Center Teachers' Association ("Union") and the Ottawa Area Intermediate School District ("Employer") agree to update the language in Article 13 – Personal Leave, eliminating the two-tier system based on years of service and providing three (3) personal leave days annually for all staff.

ARTICLE 13

PERSONAL LEAVE

Time off will be credited at the beginning of each school year to be used for personal reasons as follows:

- All staff shall be credited with three (3) personal leave days per year.
- No more than two (2) personal leave days may be taken consecutively.

Requests for personal days shall be submitted to the Building Director not less than three (3) working days prior to the date the employee desires to use such leave. Approval may be given by the Director or his/her designee. The Director or his/her designee may allow a personal day with less than three (3) working days' notice only in the event of extenuating circumstances.

Emergency leave may be granted at the discretion of the Building Director, in consultation with the Assistant Superintendent of Human Resources. If the day(s) cannot reasonably be considered as sick leave, FMLA leave, conference travel, etc., a teacher's pay may be docked.

If a personal day is scheduled on a day in which the building is closed due to inclement weather or health/safety reasons, the employee may cancel the request utilizing the employee self-service portal.

For the purposes of leave use/accrual, a day is equal to seven (7) hours.

Ottawa Area Intermediate School District

David Kirksey, Director, Careerline Technical Center — Date: 10/14/25

Marcie Ver Beek, Assistant Superintendent of HR — Date: 10/14/25

Careerline Technical Education Center Teachers' Association

William Wolbrink, CTCTA President — Date: 10-14-25