Memorandum of Understanding between the Shoreline School District and the Shoreline Children's Center Association (SCCA)

The following agreement between the Shoreline School District (the District) and Shoreline Children's Center Association (SCCA) addresses employee vacation.

The parties agree to the following:

1. Any employee employed in an SCCA position prior to September 1, 2022, with remaining accrued vacation carryover may utilize or cash out vacation as follows:

    a. Except in the case of illness or unplanned personal emergencies, use of vacation leave must be approved by the administrator at least one week in advance and subject to the ability to cover the absence. No more than 5% of the employees at the Edwin Pratt Early Learning Center may use vacation leave on the same day. (If 5% equates to fewer than two employees in either case, a minimum of two employees may be approved to use vacation leave on the same day.) Scheduling of the use of vacation leave will be done on a first come, first serve basis.
    b. All absences from work require adherence to the district reporting process.
    c. Employees may cash out any unused vacation allocation or may carry over a maximum of thirty (30) days of unused vacation. A maximum of thirty (30) days of unused vacation may be cashed out upon termination at the individual's per diem rate of pay.

2. Section 14.3 will be removed from the collective bargaining agreement.

~~14.3 Vacation Leave~~

~~14.3.1 Effective September 1, 2022, vacation leave will be moved into the salary schedule as compensation. Employees who have accrued carryover vacation can utilize it per the procedures in 14.3.2 until it is exhausted or can choose to cash out their existing vacation balance if requested prior to October 15, 2022. The one-time cash out will be paid at 150% value.~~

~~14.3.2 Procedures~~

~~a. Except in the case of illness or unplanned personal emergencies, use of vacation leave must be approved by the administrator at least one week in advance and subject to the ability to cover the absence. No more than 5% of the employees at the Edwin Pratt Early Learning Center (including summer) and 5% of the employees in the before and after school program may use vacation leave on the same day. (If 5% equates to fewer than two employees in either case, a minimum of two employees may be approved to use vacation leave on the same day.) Scheduling of the use of vacation leave will be done on a first come, first serve basis.~~

~~b. School year employees working during summer school may use accumulated vacation leave during such period.~~

~~c. All absences from work require adherence to the district reporting process.~~

~~d. Employees may cash out any unused current year's vacation allocation or may carry over a maximum of thirty (30) days of unused vacation annually. A maximum of thirty (30) days of unused vacation may be cashed out upon termination at the individual's per diem rate of pay.~~

This MOU will sunset when all employees employed in an SCCA position prior to September 1, 2022, have utilized or cashed out their vacation or separated employment from the District.

Agreed to this 1st day of June, 2026

FOS SCCA:

Willow Kelly, President SCCA SD

FOR THE DISTRICT:

Randi Seaberg, Director HR Shoreline