

LEAVES OF ABSENCE MEMORANDUM OF UNDERSTANDING

Effective August 27, 2018 through June 30, 2019 and will be reviewed with Union before expiration the following provisions shall replace Article X, Section 10.1 Illness Leave, Article XI, Section 11.3 Emergency Leave, and Section 11.4 Personal Leave.

ARTICLE X SICK LEAVE

Section 10.1 Sick Leave:

Subd. 1. Eligible employees shall accrue sick leave at the rate of fifteen (15) days per year. For all employees hired on or after July 1, 2000 such accrual shall occur on a monthly basis.

Subd. 2 Unused sick leave days may accumulate to a maximum of 135 days.

Subd. 3 Sick leave shall not accumulate during any time that an employee is out on unpaid absence.

Subd. 4. Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to illness or injury or doctor or dental appointments related to an illness or medical condition of the individual or a dependent which prevented his/her attendance at work and performance of duty on that day or days. An employee may use accumulated sick leave for illness, doctor or dental appointments or disability of the employee's qualifying family member for such reasonable periods as the employee's attendance with the qualifying family member may be necessary, on the same terms the employee is able to use sick leave benefits for the employee's own illness. Employees shall attempt to schedule routine doctor or routine dental appointments outside the work day. Leave must be taken in increments of thirty (30) minutes.

Subd. 5. The School District may require an employee who has been absent because of illness to furnish a medical certificate from a qualified physician as evidence of illness indicating such absence was due to illness in order to qualify for sick leave pay.

Subd. 6. Sick leave pay shall be approved only according to School District leave request procedures.

Subd. 7 In cases of frequent or intermittent illness, the employee may be required by their supervising administrator or District Human Resources administrator to submit a certificate concerning the condition of health from a physician.

Subd. 8 For purposes of this section Sick leave shall be allowed for the purposes of caring for a sick qualifying family member in accordance with applicable Federal and State statutes as defined by Minnesota Statute §181.9413 (2017), currently family members covered include: adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, or step-parent.

ARTICLE XI

HOLIDAYS, BEREAVEMENT, EMERGENCY AND PERSONAL LEAVES

Section 11.3 Emergency Leave:

~~Subd. 1~~ An employee may be granted a leave with pay of up to three (3) days per year, for situations that arise requiring the employee's emergency attention.

~~Subd. 2~~ Doctor and dental appointments that cannot be scheduled outside of the student contact day, deaths, court appearances, serious illness of spouse, child, parent, or other members of the employee's household, and estate settlements, are examples of situations where this leave may be granted. The District may request rescheduling court appearances, or settlements when possible.

~~Subd. 3~~ Requests for emergency leave must be made in writing to the program manager for approval at least three (3) days in advance, whenever reasonably possible. The request shall state the reason for the proposed leave. Request for emergency leave is subject to review and approval by the program manager. If the program manager determines to deny a leave request, such decision shall be reviewed by the Superintendent or his designee. In cases where less than three (3) days' notice is possible, the program manager must be contacted directly.

~~Subd. 4~~ An emergency leave day will be granted for the day preceding or the day following holidays or vacations and the first five (5) days and the last five (5) days of the school year only in extreme cases.

~~Subd. 5~~ Unused emergency leave may be accumulated to a maximum of six (6) days. Persons employed prior to July 1, 1977 may retain the days they have accumulated to a maximum of ten (10) days until such time that the usage of those days lowers the total to six (6) days. No additional days will accrue until the total drops below six (6) days.

Section 11.4 Personal Leave:


~~Subd. 1~~ All employees shall be granted three (3) days of personal leave each year with pay to be used at their discretion. Employees who have worked for the School District continuously for at least ten (10) years shall be granted one (1) additional personal leave day each year with pay for a total of four (4) personal leave days each year with pay to be used at their discretion. Except in cases of emergency an employee shall submit personal leave requests not less than five (5) days in advance of anticipated usage. For FY19, the accrual shall occur August 27. In subsequent years, the accrual shall occur on September 1.

Subd. 2 Unused personal leave may be accumulated to a maximum of ~~five (5)~~ ^{Six (6)} days for usage or for the purpose of payment per Article XI, Section 11.4, Subd. 3. mk
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Subd. 3 The parties agree that any employee may, upon leaving employment prior to the normal retirement date, receive in a lump sum payment an amount equal to the individual's daily rate times the number of unused accrued personal leave days to which they are entitled.

Subd. 4 If on June 30 in any year an employee has a personal leave balance of two (2) or more days, on July 15 the employee shall be paid for any balance above two (2) days at the employee's hourly rate of pay, and the personal leave days paid out shall be deducted from the employee's personal leave balance.

EDUCATION ASSISTANT
FEDERATION, LOCAL #2343



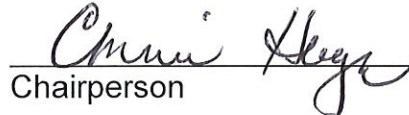
President




Chief Negotiator

Dated: 8.14.2018

NORTHEAST METRO 916 INTERMEDIATE 916
~~SCHOOL BOARD~~ Admin



Chairperson



Chief Negotiator

Dated: 8-15-18