

MEMORANDUMS OF UNDERSTANDING

DISCRETIONARY LEAVE

This Memorandum of Understanding is entered into between Independent School District No. 834, Stillwater, Minnesota (hereinafter referred to as the "School District") and the St. Croix Education Association (hereinafter referred to as the "SCEA").

WHEREAS, significant work has been done to reach tentative agreement on the conditions surrounding a new leave called Discretionary Leave; and

WHEREAS, the District and the SCEA mutually agreed to implement Discretionary Leave beginning with the 2020-2021 school year.

NOW THEREFORE, it is mutually agreed by and between the undersigned parties as follows:

1. Effective with the start of the 2020-2021 school year, Discretionary Leave will be implemented with the key components:
 - a. Teachers will be allocated nine sick leave days (pro-rated as appropriate) on an annual basis in accordance with Article X, Section 1.
 - b. Teachers will be allocated four discretionary days (pro-rated as appropriate) per year. Teachers will receive a fifth day upon earning continuing contract.
 - c. Unused discretionary days will be converted to sick leave at the end of each year.
 - d. Discretionary leave must be entered into AESOP a minimum of 48 hours in advance.
 - e. By no later than 24 hours prior to the start of the leave, a sub must be assigned to the absence in AESOP.
 - f. May not be used adjacent to a holiday or scheduled break more than one time per year. May use up to two discretionary days adjacent to a holiday or break, unless the exception in paragraph "J" applies.
 - g. May not be used during the first ten or last ten student days of the school year. However, upon written request, the Building Principal, after consultation with Human Resources, may approve discretionary leave days, during these restricted days.
 - h. May not be used on parent conference days.
 - i. May use one discretionary day on a professional development day up to one time per year.
 - j. Not more than 5% of a building staff, or three teachers, whichever is greater, may use this leave on any given day. Unspecified leave is no longer earned.

