

## MEMORANDUM OF AGREEMENT

### ARTICLE 5.0 – LEAVES

The Association and the District agree to the following change by addition in Article 5.0:

**5.5.2 Annual Leave** – Up to three (3) days annual leave, with pay, may be granted to each employee each year. Employees may carry over up to two (2) annual leave days not to exceed a total five (5) annual leave days in any one year. Application for annual leave shall be processed in advance using the Certificated Staff Attendance Form. The employee shall give notice for such leave, identifying it as annual leave, to the Principal or immediate supervisor forty-eight (48) hours in advance of taking said leave. In situations when advance notification cannot be given, the Principal or immediate supervisor shall be notified as soon as possible.

Annual leave shall be granted for family and personal reasons.

Annual leave may not be used during the first or last two (2) instructional days of the school year or during parent-teacher conferences, provided that certificated employees whose work assignments do not normally require them to conduct parent-teacher conferences may use annual leave during parent-teacher conferences with prior approval of their supervisor. **These restrictions will be waived to allow an employee to attend the high school or college graduation of a spouse or a child, provided notification is made to their supervisor at least two weeks in advance of the leave.** No more than five (5) consecutive annual leave days may be taken at any one time. Further, no more than one (1) annual leave day each may be taken connected to the Christmas and spring break holidays. No more than six-percent (6%) of the employees in any school building or three-percent (3%) of the total work force of the District shall be granted annual leave on any one (1) instructional day. In cases where more than the percents allowed apply for annual leave, leave shall be granted on the basis of order of application.

Annual leave may be exchanged for additional optional days, at the rate of one (1) annual leave day for one (1) day, per diem. The use of optional days is governed by Article 6, section 3 of this Agreement.

Unused annual leave days may be cashed out at the end of the school year at the substitute rate not to exceed a cash out of two (2) days in any one (1) year. Beginning at the end of the 2017-18 school year, employees may cash out up to three (3) days in any one (1) year. The additional compensation will be paid no later than the August paycheck

The parties agree that this MOU is in effect for the term of the Negotiated Agreement and that its terms shall be included in the next Negotiated Agreement.

  
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FOR THE DISTRICT

  
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FOR THE Oak Harbor EA

March 31, 2017  
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DATE

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DATE