

## **MOU Addendum for the 2019-2020 School Year Between LCEA and LCSD**

### **Goal of MOU:**

Provide quality education each day with the least amount of disruption to students and colleagues

### **Guidelines:**

- All leave requests must be entered into the system by all teachers, including specialists (definition from contract).
- Leaves may be entered in  $\frac{1}{4}$  of a day;  $\frac{1}{2}$ ,  $\frac{3}{4}$  of a day or 1 whole day, including short leaves, (for example of 20 minutes, must be entered into the system as a minimum of  $\frac{1}{4}$  of a day); the only exception is when you are going to be gone for a plan time and no coverage is needed, then that should be entered as 45 minutes.
- Notes should be entered into the system to explain coverage needs.
- Class coverage will only be arranged by the substitute coordinator through the system working with front office. Staff should not cover for other staff unless they have been asked by the sub coordinator, the principal or the front office.
- Planning time is part of the workday. The 225 duty free minutes of individual plan time are to be teacher-directed and any meetings or any other demands on this time not directly related to preparation for instruction must be agreed upon by all affected parties. Teachers should remain in the building during this time; however, if needed, teachers may leave the building as long as they sign out and notify an office staff member. (Explore special leave of 45 minutes in Aesop.)
- Duties are part of the workday. Any leave taken during duty should be put into the system as a leave as a  $\frac{1}{4}$  of a day. It should be noted in the notes that duty needs to be covered. The subcoordinator will work with the front office on coverage. Staff should not cover for other staff unless they have been asked by the substitute coordinator, the principal or the front office. (Leaves to be put in in 45-minutes increments.)
- Once the maximum number (7) of requested absences has been reached in a day in the absence management system, only absences for illness or emergency will be allowed.
- Leaves In the 1st three weeks and/or last 2 weeks of the teacher contract year must be approved
- Leaves more than 2 consecutive days must be approved
- Leaves extending breaks, including long weekends on the school calendar must be approved by the committee

### **Committee**

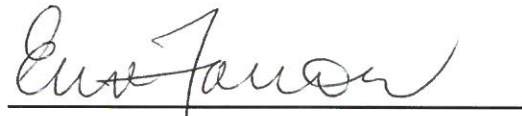
Committee will meet bi-monthly on the first and third Wednesdays of the month from 4:00-5:00 pm. to review and/or approve requests of the following leaves:

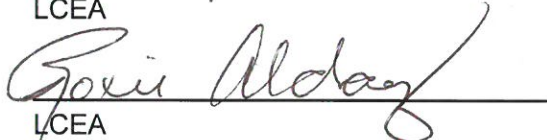
- a. In the 1st three weeks and/or last 2 weeks of the teacher contract year
- b. more than 2 days consecutive
- c. extending breaks, including long weekends on the school calendar

1. Before coming to the committee an application must be completed and leaves must be approved by the principal.
2. A doctor's note may be requested by the principal or the committee for each time the sick leave bank is accessed.

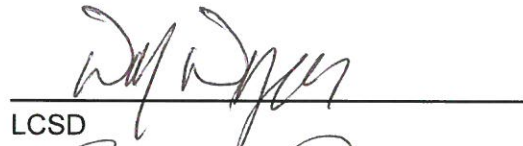
If there are concerns about a specific employee's absences the principal and/or the committee may initiate a conversation with that employee.

On any given day a substitute teacher may or may not be available.

  
LCEA

  
LCEA

  
LCEA

  
LCSD

  
LCSD

  
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Date: