

MEMORANDUM OF UNDERSTANDING

Sick Leave Buy-Back

The Leon County School District and the Leon Classroom Teachers Association (LCTA) hereby tentatively agree to the provisions set out below and will support the ratification of such provisions by the members of the LCTA bargaining unit and the Leon County School Board. Both parties agree this memorandum of understanding will sunset June 30, 2026.

Continuity of Classroom Instruction: To encourage and reward employees who assist in maintaining continuity of classroom instruction, by displaying exemplary attendance, as demonstrated by missing four (4) days or less during the designated school year. The parties agree to the following Sick Leave Buy-Back incentive award.

The implementation shall be conducted as a trial period spanning the 2024/25, and 2025/26 contract years. Provided that the program outcomes have a favorable impact on continuity of instruction and are fiscally sustainable, the program may be extended through a Memorandum of Understanding in future years. The School Board may consider annually, upon recommendation from the Superintendent, an appropriation to fund the sick leave buyback program.

Employees of the Instructional bargaining unit who utilize four (4) sick leave days or less for the respective school year, shall upon request, receive payment for a designated number of sick leave days up to the maximum accrued for the respective school year. The number of days to be designated shall be determined based upon the number of eligible participants seeking payment, the number of days being requested, and the total budgetary appropriation for the fiscal year. If a reduction in the number of days paid is necessary, due to fiscal limitations, individual requests will be reduced to the highest number of whole days that may be accommodated across the entire group requesting payment, not to exceed the amount requested by the individual employee. In the 2024-2025 and 2025-2026 school year, the allocation for the instructional bargaining unit shall be \$500,000.

Eligibility criteria for participation are as follows:

1. Teacher must have been employed for the full 196 days of the contract year and be absent four (4) or fewer days for the respective school year.
2. In order to receive payment for requested sick leave the Teacher must be actively employed at the time of the leave payment.
3. An employee must have a minimum of twenty (20) days of accumulated sick leave remaining after the payment for unused sick leave under this section.
4. An employee participating in the Sick Leave Buy-Back program may be eligible for continued participation in the District Sick Leave Bank, provided all other requirements are met. Sick days that have been liquidated, as a result of buy-back, will be deducted from the maximum number of days that an employee may claim as part of the Sick Leave Bank, in accordance with applicable procedure.

Parameters for Payment are as follows:

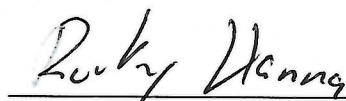
1. Employee's meeting the eligibility requirements who wish to apply for sick leave buy-back, will complete the Application for Sick Leave Buy-Back, indicating the number of days that they would like to liquidate, by June 1st.
2. The payment of this incentive shall be paid to eligible employees no later than November 1st of the following school year.
3. Payment will be distributed at a rate of eighty (80) percent of the employee's base rate of pay for 7.5 hours for each respective day requested.
4. Exempt absences that do not affect incentive eligibility:
 - Temporary Duty
 - Jury Duty
 - Bereavement Leave
 - Worker's Compensation Leave
 - Administrative Leave, not accompanied by disciplinary action.

Disqualifying events:

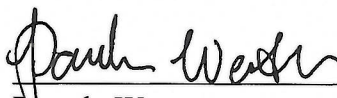
- Suspensions either paid or unpaid, would disqualify the employee from the buy- back option for the respective school year. Employees for which there are no findings would maintain eligibility.
- Employees that separate service, either voluntary or involuntary, during the calculation periods are not eligible.

 01/14/2025
Brett Shively Date
Divisional Director, Human Resources

 1/14/25
Scott Mazur Date
President, LCTA

 1/14/2025
Rocky Hanna Date
Superintendent

 01/14/25
Chris Segal Date
Executive Director, FEA

 1/14/25
Pamela Weston
Chief Negotiator, LCTA