

## **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 1<sup>st</sup>.
2. The payment of this incentive shall be paid to eligible employees no later than November 1<sup>st</sup> 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

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**MEMORANDUM OF UNDERSTANDING****Paid Parental Leave**

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.

The Leon County School District and the Leon Classroom Teachers Association believe that Paid Parental Leave provides a positive benefit to employees, which affects employee well-being, morale and retention. Therefore, both parties agree to the following terms and conditions to establish a trial period for Paid Parental Leave. This trial is intended to assist the parties in determining effective program parameters, scope, and the fiscal impact associated with Paid Parental Leave. The trial period shall encompass the 2025/2026 contract year. Provided that the program is fiscally sustainable, the program may be adjusted, as deemed appropriate and extended through a Memorandum of Understanding in future years. In such case, the School Board may consider annually, upon recommendation of the Superintendent, an appropriation to fund the Paid Parental Leave program.

The Paid Parental Leave program will provide up to five (5) days of paid leave to active Teachers due to the birth of a child, or placement of a child for adoption. Employee may combine Paid Parental Leave with accrued Sick Leave and other approved leave types during their Leave of Absence.

In order to be eligible for Paid Parental Leave, a teacher must formally apply for, meet eligibility requirements, and submit appropriate medical certification for Family Medical Leave in accordance with Article 15.05, which stipulates that the employee must have been employed by the District for a minimum of twelve (12) months and worked at least 675 hours or 60% of the hours in the employee's annual appointment, whichever is greater, during the preceding twelve (12) months of employment. Teachers who fail to meet the requirements shall be deemed ineligible for Paid Parental Leave. Any leave granted pursuant to this section will count toward the teachers' Family and Medical Leave Act (FMLA) entitlement.


Paid Parental Leave may be used on any regularly scheduled work day falling within the contracted school year, for a period of six (6) weeks following the birth of the child or placement for adoption. The time period for utilization of the paid parental leave may be extended based on medical necessity, as indicated by the employee's physician.

Notice of an anticipated leave should be given at least 30 days in advance. If the employee learns of the birth or adoption less than thirty (30) days in advance, the employee shall give the notice as soon as reasonably possible. For the purpose of calculating service anniversary dates, years of experience, and eligibility criteria for Paid Parental Leave the employees absence from work is considered a leave of absence and shall not count as time worked.

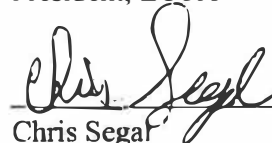
Employees meeting the established criteria, are eligible to receive the Paid Parental Leave on no more than two (2) separate occasions throughout their cumulative employment with Leon County Schools. This provision has no impact on the number of times and individual may receive Unpaid Parental Leave in accordance with the Family and Medical Leave Act (FMLA).


Paid Parental Leave granted pursuant to this article shall only be applicable to contracted work days and shall in no event extend beyond the end of the 196-day contracted work year or cause the employee to be paid in excess of the total salary allocated to be paid in the contract year. Paid leave under this agreement shall be paid at one hundred percent (100%) of the employee's hourly rate of pay for the standard workday as established in 7.01(A)(1).

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

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Rocky Hanna Date  
Superintendent

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Scott Mazur Date  
President, LCTA

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

 1/14/25  
Pamela Weston  
Chief Negotiator, LCTA

**MEMORANDUM OF UNDERSTANDING****Employee Childcare Assistance**

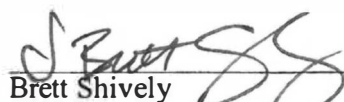
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The Leon County School District and the Leon Classroom Teachers Association believe that employee childcare assistance provides a positive benefit to employees, which affects employee morale and retention.


Therefore, both parties agree to the following terms and conditions to establish a trial program for an Employee Childcare Discount program that is applicable to before and after school enrichment programs. The implementation shall be conducted as a trial period for the 2025/2026 contract year. Provided that the program outcomes have a favorable impact on employee morale and retention of teachers, 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 of the Superintendent, an appropriation to fund the Employee Childcare Discount program.


The Leon County School Board agrees to offer all active teachers that are currently employed, before and after school extended day enrichment programs administered on-site by Leon County Schools free of charge. Eligible participants include the child (biological or adopted), step-child, foster child, or a child for whom the teacher has legal guardianship. Participation is subject to compliance with established policy and may be capped by location based on availability.

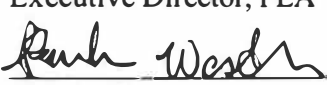
A centralized district-wide enrollment window will open July 1, 2025 and shall remain open as long as the program has not reached capacity. Acceptance shall be issued in the order of application received.

 01/14/2025  
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