

**Letter of Agreement Between the
Bay-Arenac ISD
and
Bay-Arenac ISD MEA/NEA/Service Employee Association (SEÀ)**

The Bay-Arenac Intermediate School District (BAISD) and the Bay-Arenac ISD Service Employee Association (SEA) are parties to a Collective Bargaining Agreement (CBA) covering the 2022 – 2025 school years. It has been agreed that a Letter of Agreement would be created in relation to Article XI – PTO and Leaves of Absence letter A. and Article XIII – Vacations letters A and B.

Article XI – PTO and Leave of Absence Paid Leave letter A. The rest of the article shall remain the same.

- A. All employees hired into an SEA position shall be entitled to receive fifteen (15) paid leave days up front, to be available July 1 of each contract year. Unused paid leave days will be rolled over to an employee sick leave account, accumulative to one hundred sixty (160) days. A reconciliation of each sick leave account will be made on July 1 of each year.

Article XIII – Vacations letters A and B. The rest of the article shall remain the same.

- A. Fifty-Two Week Employee Paid Vacation – hired prior to July 1, 2022: After completing the first year, a proration of vacation days will be credited on the employee’s anniversary date. Each year thereafter, there shall be a fixed anniversary date of July 1. The proration of days will be one (1) day for every two (2) months, or the greater fraction thereof, prior to July 1 to a maximum of five (5) days. Example:

| | | | | | | | | | | | | |
|------------------------|---|---|----|----|----|----|----|----|----|----|----|----|
| Beginning with year #: | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Vacation days: | 0 | 5 | 11 | 11 | 12 | 13 | 15 | 16 | 17 | 18 | 19 | 20 |

Fifty-Two Week Employee Paid Vacation – hired July 1, 2022, or after - All 52-week full-time employees hired after July 1, 2022, shall be entitled to vacation days upfront. Vacation days taken by an SEA employee ending employment prior to July 1 of any given year will be required to repay vacation days in excess of the appropriate number of prorated available days. Prorated days will be calculated as 1 day per month of employment. Days shall be repaid by the proper amount being withheld from the employee's final check. The following chart will be used to determine the number of vacation days per year a 52-week full-time employee will receive:

| | | | | | | | | | |
|------------------------|-----|----|----|----|----|----|----|----|----|
| Beginning with year #: | 1-4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Vacation days: | 11 | 12 | 13 | 15 | 16 | 17 | 18 | 19 | 20 |

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B. Thirty-Eight to Fifty-One Week Employee Paid Vacation:

Employees on a work assignment from 38 weeks through 51 weeks shall be entitled to five (5) days paid vacation per year of employment. Beginning with year three (3) of employment, such 38 to 51-week employees shall be entitled to ten (10) days' vacation.

When an employee becomes a 52-week employee they shall be entitled to vacation as a 52-week employee with full (52 weeks) credit for completed years of service from date of hire.

The vacation benefit shall not extend to employees, who work less than thirty-eight (38) weeks.

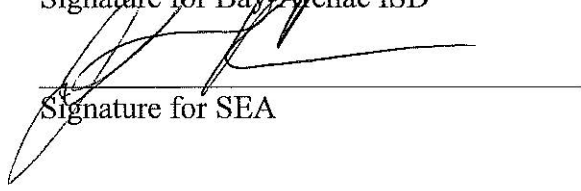
This agreement will expire at the end of the current Collective Bargaining Agreement, June 2025.



Signature for Bay-Arenac ISD

Date

2/9/2023



Signature for SEA

Date

2/10/2023