

Short-Term Leave Without Pay MOU

Memorandum of Understanding

Short Term Leave Without Pay

The Coquille Education Association (hereafter the "Association") and the Coquille School District #8 (hereafter the "District"), enter into this Memorandum of Understanding ("MOU") regarding Article 25.J Short-Term Leave for the 2023-2024 school year.

Article 25.J

~~Short-Term Leave Without Pay An employee may request Leave Without Pay (LWOP) while employed in the Coquille School District. Such leave must be approved by their direct supervisor and/or the Superintendent and the granting of such leave is at the District's sole discretion. Employees that request LWOP must pay for their substitute and all related cost of the substitute. Absences related to the LWOP may be reflected in an employee's evaluation. This article does not apply to any medical leave that is covered by OFLA/FMLA or the ADA.~~

Short-Term Leave Without Pay

An educator may request a short-term leave of absence without pay by submitting a written request to the District. The written request must be approved by the Superintendent.

The District shall consider the request and may grant the leave of absence in its sole discretion and will only be granted upon exceptional circumstances, subject to the terms and conditions set forth in this Agreement and the needs of the District.

1. Educators requesting short-term leave without pay must pay for their substitute and all related cost of the substitute.
2. In the event an educator must pay for their substitute pay, a payment plan will be created between the educator and the District. All payment plans must be paid in full within the same fiscal year.
3. Absences related to short-term leave without pay may be reflected in the educator's evaluation.
4. An educator may be required to use any accrued paid leave prior to being granted short-term leave without pay.
5. Exceptions to the above is if an educator requests short-term leave without pay due to an illness, extended bereavement, or illness of an immediate family member as defined in Article 24.E.4. These requests shall not be subject to paying substitute pay and all related costs. An educator may be required to provide the District with a physician's note upon the district's request.
6. This article does not apply to any medical leave that is covered by OFLA/FLMA or the ADA.

For the Association: _____

Date: _____

For the District: _____

Date: _____