

**Letter of Understanding  
between  
L'Anse Creuse Educational Support Personnel Association, MEA-NEA  
and  
The L'Anse Creuse Public Schools Board of Education**

**Re: Paid Time Off (PTO) and Compensatory Time**

The Association and the District are parties to a Collective Bargaining Agreement (CBA) covering the 2022–2025 school years. In addition to the terms and conditions of the Collective Bargaining Agreement, the L'Anse Creuse Board of Education, hereinafter referred to as "District, and the L'Anse Creuse Educational Support Personnel Association, hereinafter referred to as "Association", hereby agree as follows:

**ARTICLE XV**

**PAID TIME OFF (PTO)**

(a) Each employee shall, be given Paid time off days in July of each school year and will earn an equivalency of one (1) PTO day per month for each month worked, plus one (1) additional day of PTO for the year. PTO is based on the full-time workday and is prorated for less than full-time workday. The current school year accrued PTO will be prorated should the employee sever employment prior to June 30<sup>th</sup>. Any previous accumulation plus one (1) day per month of service shall be allowed for emergency situations, family or personal reasons, illness or serious illness in the employee's immediate family. (Immediate family shall be interpreted as: Mother, father, spouse, child, sister and brother, or the family unit living in the same household.) When PTO is exhausted, an employee shall not accrue any more PTO unless working.

**ARTICLE XXII**

**COMPENSATORY TIME**

- (a) Compensatory time is voluntary
- (b) With prior approval compensatory time will be earned for all work beyond the scheduled work day.
- (c) The official records of compensatory time will be kept in the district's Time & Attendance system.
- (d) The district will comply with Compensatory Time as defined by the Department of Labor, including compensatory time will be earned at time and one half for hours worked over forty (40) in one week.
- (e) Unit members may use Compensatory Time to make a day whole (half days, inclement weather, etc.)
- (f) Unit members are to use Compensatory Time prior to PTO, except as defined in g.
- (g) Compensatory time may be entered at any time during the work year for future dates where Paid Time Off (PTO) has any type of restricted use. This includes future dates before or after a holiday and before or after a break/recess. Holiday pay shall not be affected by the use of compensatory time before or after a holiday. Compensatory time entered in advance for these days, where PTO has

any type of restriction on its use, shall not be changed to PTO by the District. Once this compensatory time has been entered by the employee, the District shall not use this compensatory time to replace PTO used earlier in the work year.

This Agreement is non-precedent setting and contains the entire understanding between the parties and cannot be added to, changed, deleted from, and/or, in any other way, modified without further written agreement between the parties.

L'Anse Creuse Public Schools

By: 

Date: 10-10-23

Greg Dixon  
Assistant Superintendent for Human Resources  
L'Anse Creuse Public Schools

L'Anse Creuse Educational Support  
Personnel Association

By: 

Date: 10/10/23

Heather Budzynowski  
President  
LCESPA, MEA-NEA