

MEMORANDUM OF UNDERSTANDING

The Board of Education of Lockport District 91 ("Board") and the Lockport District 91 Teachers' Association ("Association"), hereby agree that the existing Collective Bargaining Agreement (CBA), for the school years 2022 - 2026, and successor agreements, shall include an amended, Article VII, Section 2 and 3 changes in procedural language that reads:

7.2 Teachers' Absence

Teachers who have an emergency, are ill upon awakening, or before arriving at work, must:

1. Create an absence through the *online absence program* with your request no later than 6:00 am. Include your name, date of the absence, reason for absence (emergency personal day or sick day), job notes (provide any duties, parking space number, where to find lesson plans, etc.). If you do not do this by 6:00 am, you are expected to be present at work.
2. Call (815)838-0737 dial 7 or email sub caller to leave a message that includes your name and your sub request has been entered through the *online absence program*. Please note this step may change upon implementation.

If there is an emergency (out of your control) after 6:00 am which prevents you from being present at work, you must:

1. Contact an administrator by phone. Voicemail, text, and email will not be accepted. You must talk to a live person. No later than the first teacher institute day, teachers will be provided with an updated contact list for district administrators and the order of which contact should be made. It is the district's responsibility to provide updated contact information, should it change, throughout the duration of the school year.

If a teacher needs to leave the classroom because of illness or emergency at any point during the work day you must:

1. Call the sub-caller at extension #1113 and request sub coverage from sub-caller or designee. Calls should be made as soon as the teacher believes he/she will not be able to work all day. The following information should be provided: the teacher's name, grade or subject assigned, any duties, parking space number, where to find lesson plans, and reason for absence (emergency personal day or sick day).
2. Notify the main office that you will be leaving (building secretary or principal)

When an absence will continue for a subsequent day, or if you are not feeling well after 3:25 pm or in the evening before a work day you must:

1. Create an absence through the *online absence program* with your request no later than 6:00 am. Include your name, date of the absence, reason for absence (emergency personal day or sick day), job notes (provide any duties, parking space

number, where to find lesson plans, etc.). If you do not do this by 6:00 am, you are expected to be present at work.

2. Call (815)838-0737 dial 7 or email sub caller to leave a message that includes your name and your sub request has been entered through the *online absence program*. Please note this step may change upon implementation.

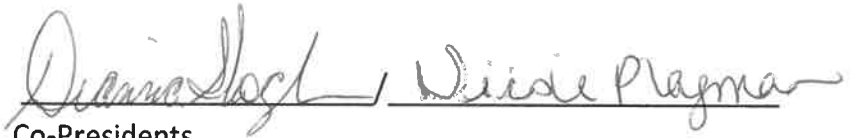
7.3 Emergency/Personal Leave

1. Each teacher shall be entitled to three (3) days of absence per year without loss of pay for personal business. Personal business days are subtracted from each teacher's allotment of sick days each year. It is understood that personal business days are for business, which cannot be taken care of any other time except during the school day. At the end of the school year, any sick days not used as personal business days will accumulate as unused sick days for the individual teacher.
2. A teacher requesting a personal leave except for in the case of an emergency shall submit his or her request through the *online absence program* for approval at least three (3) calendar days prior to the requested leave. All absences for personal leave, professional development and bereavement need to be submitted through the *online absence program* for approval. Paper forms will no longer be available.
3. Personal leave the day before a holiday, the day after a holiday, during the first two teacher employment days, or the last two teacher employment days of the school year is not permitted, except in the case of an emergency or life changing event. The Superintendent reserves the right to verify the reason for the absence.

The amended clause is a result of implementing an online absence reporting program for all District 91 staff in lieu of paper reporting.



President
Lockport D91 Board of Education



Co-Presidents
Lockport D91 Teacher's Association

9/12/23
Date

8/15/23
Date