



Manhasset Public Schools

Gaurav Passi, Ed.D.
Acting Superintendent of Schools

October 12, 2021

Ms. Stephanie Yacavone
President
MESPA
Re: Use of Available Vacation Days

Dear Ms. Yacavone:

This letter will confirm our agreement with respect to use of available vacation days by members of the MESPA bargaining unit.

Currently, Article IX.B.2 ("Vacation") of the 2019-23 collective bargaining agreement between the Board of Education ("Board") and the Manhasset Educational Support Personnel Association ("MESPA") reads in its entirety as follows:

"2. Vacation days shall be deemed earned and accrued monthly in accordance with section B.1, but may be used in advance of actual accrual, provided, however, that if a unit member leaves District employment for any reason, the District shall recoup the value of any vacation days used in excess of vacation days actually earned. Vacation days shall be taken during the period beginning with the close of the schools in June and prior to August 15th each year, or with prior written approval of the District, during scheduled vacation periods when schools are closed during the regular school year. The decision to grant such approval, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI, provided, however, that such approval shall not be unreasonably denied. All vacations between the close of schools in June and August 15th each year shall be scheduled with the unit member's supervisor prior to June 1st each year. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities."

You requested, on behalf of MESPA unit members who are IT managers and assistant managers, messengers, cleaners, groundskeepers, maintainers or maintainer helpers, that the permissible periods when such members can utilize their vacation days be extended. Following careful review, we agree to amend the above provision to read in its entirety as follows:

"2. (a) Vacation days shall be deemed earned and accrued monthly in accordance with section B.1, but may be used in advance of actual accrual, provided, however, that if a unit member leaves District employment for any reason, the District shall recoup the value of any vacation days used in excess of vacation days actually earned.

(b) Vacation days shall be taken during the period beginning with the close of the schools in June through the Friday of the second week in August each year or, with prior written approval of the District, during scheduled vacation periods when schools are closed during the

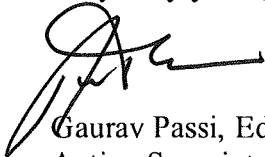
regular school year. The decision to grant such approval, or not, shall be in the sole discretion of the District and shall not be subject to the provisions of Article XI, provided, however, that such approval shall not be unreasonably denied.

(c) All vacations between the close of schools in June through the Friday of the second week in August each year shall be scheduled with the unit member's supervisor prior to June 1st each year. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities, and all vacation schedules for IT unit members must be approved by the Director of Technology.

(d) Notwithstanding the provisions of (b) above, IT managers and assistant managers, messengers, cleaners, maintainers and maintainer helpers, and groundskeepers must use 50% of their vacation days during the period September 15th through May 15th, and 50% of their vacation days during the period July 1st through the Friday of the second week in August. In addition, all vacation schedules for Buildings and Grounds unit members must also be approved by the Director of Facilities, and all vacation schedules for IT unit members must be approved by the Director of Technology.

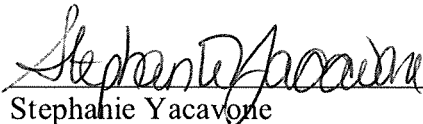
If the above comports with your understanding of our agreement, please sign and return one copy of this letter to my office.

Very truly yours,



Gaurav Passi, Ed.D.
Acting Superintendent

FOR MESPA:



Stephanie Yacavone
President

Date: 10/14/21