



MANHASSET PUBLIC SCHOOLS

Gaurav Passi, Ed.D.
Superintendent of Schools

June 16, 2023

Mr. Frank Russo, President
Manhasset Education Association
200 Memorial Place
Manhasset, New York 11030

Re: Personal Leave Days; Confidential Legal Days

Dear Mr. Russo:

As President of the Manhasset Education Association (“MEA”), you requested that the members of the teachers’ bargaining unit be granted personal leave days, a benefit which is not available under the 2021- 24 collective bargaining agreement between the Board of Education and the MEA. Following our discussion of this and the related matter of confidential legal days, we mutually agreed to the following.

As we agreed, MEA unit members will be permitted to take up to two paid personal leave days during the 2023-24 school year. It is understood that such personal leave shall only be taken to accomplish matters and/or business that could not have been postponed to a non-school day. In no event shall such days be used to enable the unit member to engage in other employment. Requests for use of a personal leave day shall be in writing and submitted to the unit member’s supervisor at least two days prior to the requested leave. In situations where the need for use of a personal leave day is unforeseen, the notice requirement will be waived, but the unit member must provide the reason for the requested leave. Generally, personal leave shall not be granted for any day that extends a three-day weekend, midweek holiday, or school recess period.

We further agreed that for the 2023-2024 school year only, confidential legal absences, as described in Article 4.06 of the MEA Agreement, will be capped at two confidential legal days annually.¹ Additional confidential legal days may be granted upon written request to the Superintendent together with an explanation of the reason for additional days. Approval shall not be unreasonably withheld. The decision of the Superintendent with regard to the approval of a request for additional confidential legal days shall be final, and not subject to the grievance

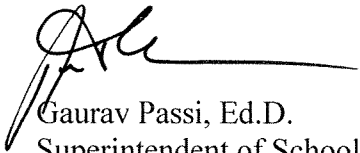
¹ Nothing herein shall impact confidential medical absences.

procedure. Notwithstanding the approval required in this paragraph no request to appear in court shall be denied.

Finally, we agreed that the terms noted above shall sunset, effective June 30, 2024 and the terms of Article 4.06 without the modification herein shall remain in place.


If the above comports with your understanding of our agreement, please so indicate by signing and returning one copy of this letter to my office.

Very truly yours,



Gaurav Passi, Ed.D.
Superintendent of Schools

For the MEA:



Date: 6/16/23
Frank Russo, President