

LETTER OF AGREEMENT
Between
Bay-Arenac Education Association (BAEA)
and
Bay-Arenac Intermediate School District (BAISD)

This Letter of Agreement (LOA) is entered into between the Bay-Arenac Intermediate School District (BAISD) and the Bay-Arenac Education Association (BAEA) for the remainder of the 2025-2026 school year, including July and August 2026, to establish a transparent and equitable process for staff requesting non-medical unpaid leave. *Not pertaining to this language: Unpaid request due to illness of self or family, and unique instances in which the superintendent approves otherwise or extends.

1. Purpose

The purpose of this LOA is to provide a clear, fair, and consistent procedure for requesting and approving non-medical unpaid leave for BAEA staff while maintaining continuity of educational services for students.

2. Process for Requesting Leave

- Advance Notice: Staff members must provide advance notice to their direct supervisor and receive prior approval from the superintendent before taking unpaid leave. Staff will complete an unpaid leave request form to gain prior approval from the superintendent. Advanced notice to their direct supervisor will be through verbal/written communication.
- Recommended Notice Timeline: To the best of the staff member’s ability, a minimum of eight (8) weeks' notice is requested.

3. Eligibility and Frequency

- Each staff member may take up to five (5) unpaid leave days per collective bargaining agreement period.
- Unpaid leave requests may be approved only once per collective bargaining agreement period.
- Staff members must use available paid leave (personal days) prior to taking unpaid leave.

4. Instructional and Service Requirements



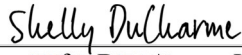
- Classroom Teaching Staff:
 - o The teacher will assist the administration in arranging for sub coverage by placing the absence into the PCMI system as soon as the leave is approved.
 - o Must prepare and submit lesson plans before the start of the unpaid leave period.
- Therapists:
 - o Must ensure that all service provision requirements are met for the month in which the unpaid leave is taken.

5. Superintendent Approval

Approval of unpaid leave requests will be at the discretion of the superintendent, taking into account the district's operational needs and the need to maintain student services.

6. Duration - Expiration

This LOA is effective for the remainder of the 2025-2026 school year, including July and August 2026.

Signed by:  F763E7A8F64F466...	12/5/2025
Signature for BAEA	Date
Signed by:  5FC004476579461...	12/5/2025
Signature for BAEA	Date
Signed by:  A7396A4B9BC4A...	12/5/2025
Signature for Bay-Arenac ISD	Date