

LETTER OF UNDERSTANDING NO. 4

*Between the*  
Fennville Public Schools  
*And the*  
Fennville Education Association

Re: Paid Time Off

The Fennville Board of Education ("Board") and the Fennville Education Association, MEA-NEA ("Association") mutually agree as follows:

1. Teachers who perform any mandatory duty during their planning period as defined in Article 6, Section I, or who substitute during their planning period as defined in Article 6, Section P2, may choose to receive \$20 pay or accept one period of paid time off to be used at a later date.
2. A teacher may bank up to six (6) periods of paid time off.
3. A teacher may use up to three (3) periods of paid time off at one time.
4. Paid time off must be approved by the building principal in advance and is dependent on the ability to arrange coverage for the time requested.
5. If a teacher has banked periods of paid time off at the end of the school year, he or she will be paid \$20 each banked period.

For the Fennville Public Schools

By: David S. [Signature]

Dated: 8-20-18

For the Fennville Education Association

By: Michael S. Mally [Signature]

Dated: 8-20-18