

**Memorandum Of Understanding
San Gabriel Teachers Association
and
San Gabriel Unified School District**

Wildfire Severe Impact Leave Program
January 12, 2025 through June 30, 2025

This memorandum of understanding (“MOU”) is entered into by and between the San Gabriel Unified School District (“District” or “SGUSD”) and San Gabriel Teachers Association (“SGTA”) to establish a one-time Wildfire Severe Impact Leave Program. The program will permit SGTA members to donate eligible leave credits to another SGTA member when that SGTA member is suffering a severe impact from the Wildfires in our area.

In addition to establishing a one-time Wildlife Severe Impact Leave Program, the District will provide the exception in the SGTA collective bargaining agreement, Article VI, Section D to grant unit members up to ten (10) additional personal necessity leave days if they qualify as severely impacted (as defined in #1 below), provided they have sufficient sick leave credit to use for the additional personal necessity.

For the purposes of this MOU the following terms are defined as follows:

1. “Severely Impacted” means a unit member has been displaced from their home and is required to take time off work for an extended period of time as a result, and extended time off work creates a financial hardship for the employee because they have exhausted all of his or her available personal necessity leave, including the additional ten (days) provided above.
2. "Eligible leave credits" means sick leave accrued to the donating employee.
3. Eligible leave credits may be donated to an employee severely impacted by the wildfires if all of the following requirements are met:
 - a. The SGTA member who is severely impacted by the wildfires requests that eligible leave credits be donated and provides verification to the District of the severe impact.
 - b. Verification can include, but is not limited to: copies of evacuation orders or photographs of damaged property.
 - c. A committee made up of two (2) members of SGTA leadership and two (2) District Management determines that the SGTA member is unable to work due to being severely impacted by the wildfires based on the documentation provided by the unit member.
 - d. The committee may request continued verification documentation from the requesting SGTA member for good cause.
 - e. The employee has exhausted all available personal necessity leave including the additional ten (10) days provided above.

4. Any SGTA member may donate eligible leave credits at a minimum of seven (7) hours, and in hour increments thereafter using the Wildfire Severe Impact Leave Bank Contribution Form.
5. Donations to the Wildfire Severe Impact Leave Bank are irrevocable. Any unused leave remaining in the bank after June 30, 2025 will be transferred to the SGTA Catastrophic Leave Bank.
6. To ensure that SGTA members retain sufficient accrued sick leave to meet their own needs, donors shall not reduce their accumulated sick leave to fewer than 10 days.
7. The District shall ensure that all donations are confidential.
8. The SGTA member who is the recipient of the donated leave credits shall use those credits by June 30, 2025.
9. Should there be insufficient leave credits in the bank for all SGTA members who are eligible, priority will be given to those that have lost their homes.

This MOU shall expire in full without precedent on June 30, 2025, unless extended or modified by mutual agreement.

Should unit members who have lost their homes in the wildfires still be in need of additional wildfire severe impact leave after June 30, 2025, SGUSD and SGTA will reopen negotiations on this MOU regarding the 2025-2026 school year.

The undersigned represent that they are authorized to execute this MOU.

For SGUSD:

For SGTA:

Ross Perry
Assistant Superintendent, Human Resources

Lisa Durandette
SGTA President

Date: _____