

**MEMORANDUM OF UNDERSTANDING**

**SAN MATEO UNION HIGH SCHOOL DISTRICT  
and  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER NO. 519**

**JULY 27, 2021**

This Memorandum of Understanding (MOU) is by and between the San Mateo Union High School District (DISTRICT) and the California School Employees Association, Chapter 519 (CSEA) to extend the date for the excess days of vacation to be paid to the employee to September 30, 2021.

**BACKGROUND**

The District has informed CSEA that it desires to extend the date defined in Section 11.2.5 of the Collective Bargaining Agreement (“CBA”), for excess days of vacation to be paid to unit members, from July 31 of each year to September 30 of each year.

The District desires to extend this date due to several considerations, including the following:

- Vacation tracking system for employee reported vacation used.
- Vacation leave calculation.
- Payroll department workload demands.

Consequently, CSEA and the District have agreed as follows:

**AGREEMENT**

Effective July 1, 2021, the Parties agree to modify Section 11.2.5 of the CBA, as follows:

*11.2.5 Unused vacation time shall either: (1) accumulate for use in the next year up to a maximum total carryover of ten (10) days, or (2) be paid in case, at the option of the employee, except as provided in section 11.3.1.1 below. If the employee has more than ten (10) days of earned and accumulated vacation at the end of the fiscal year, the excess days shall be paid in cash to the employee no later than ~~July 31~~ September 30.*

**SAN MATEO UNION HIGH SCHOOL  
DISTRICT**

**CALIFORNIA SCHOOL EMPLOYEES  
ASSOCIATION CHAPTER NO. 519**

---

---

---

---