

**LETTER OF AGREEMENT**  
**Between**  
**THREE RIVERS COMMUNITY SCHOOL DISTRICT and**  
**Three Rivers Education Association**

Re: Teachers Donation Days.

The following letter of agreement is between the Three Rivers Community Schools and TREA.

A Teacher in need of leave days due to a medical or qualifying extended leave will need to follow the given steps for donation days from Teachers:

A) Per the Master Agreement, Article 8 - Leaves, 8.2.B:

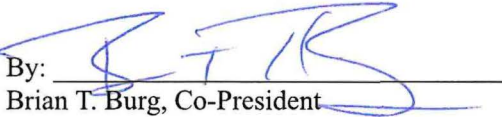
**Eligibility.** The committee shall make its determination after a teacher applicant has satisfied the following requirements:

1. A teacher must submit a written request to use days from the Sick Leave Bank except in an emergency.
2. A physician's certificate verifying the nature and extent of the illness or disability must be submitted to the committee at least five (5) days before the expiration of the teacher's individual accumulated sick leave.
3. In no event shall a teacher be eligible to draw on the Bank until he/she has exhausted his/her accumulated sick leave.
4. A teacher must submit a physician's certificate verifying the nature and extent of the illness or disability at least five (5) days before the date on which the teacher would otherwise be eligible to use days from the Sick Leave Bank.
5. No teacher may use more than one-half (1/2) times the number of days he/she had accumulated at the beginning of the school year.

B) Donation Days from Teachers:

1. In no event shall a teacher be eligible to receive donation days from teachers until he/she has exhausted his/her accumulated sick leave and Sick Leave Bank.
2. A teacher is responsible for asking other teachers for donation days.
3. Eligibility requirements applicable as outlined in Section A (above.)
4. Donation days must be used within the contract year requested.
5. Sick Bank/Donation Days are not eligible for payout.

Three Rivers Community Three Rivers Education Association School District

By:   
Brian T. Burg, Co-President

By:   
Nikki Nash, Superintendent 

Dated: September 21st, 2023

This letter of agreement expires June 30<sup>th</sup>, 2026.