



## ONTARIO-MONTCLAIR SCHOOL DISTRICT

Ontario, California

October 28, 2025



### MEMORANDUM OF UNDERSTANDING (MOU)

#### Clarification of Half-Day Sick Leave Deduction

The following is hereby agreed and understood by and between the Ontario-Montclair School District (OMSD) and the Ontario-Montclair Teachers Association (OMTA), collectively the "Parties" commencing on October 1, 2025.

The collective bargaining agreement between the OMSD and OMTA identifies any certificated employee working 6.75 hours as their standard half-day to be 3.5 hours. To ensure consistent payroll and leave accounting aligned with instructional schedules and partial-day absences, the Parties mutually agree to clarify the calculation method for deductions from a unit member's sick leave balance when a half-day absence occurs is half of their contractual hours of work.

This clarification is made in reference to Article X, Section 2 – Sick Leave of the 2022–2025 OMTA Collective Bargaining Agreement, which defines a half-day as 3.5 hours for leave purposes.

#### Agreement

1. Effective Date: Beginning October 1, 2025, all half-day deductions for absences due to illness or any other reason charged to a bargaining unit member's sick leave bank shall be recorded as 3.38 hours (3 hours, 22.5 minutes) for certificated employee working 6.75 hours.
2. Purpose: This adjustment ensures accurate proportional accounting between full-day and half-day leave deductions in accordance with contract language referencing a 3.5-hour half-day standard while maintaining consistency with current timekeeping systems.
3. Applicability: This MOU applies to all OMTA bargaining unit members contracted to work a 6.75-hour day and shall remain in effect until incorporated into the successor collective bargaining agreement or otherwise modified by mutual agreement of the Parties.
4. Non-Precedent Setting: This MOU is entered into on a non-precedent-setting basis and shall not be construed as a modification to other contract provisions beyond the specific clarification stated herein.

For the Ontario-Montclair School District:

A handwritten signature in blue ink, appearing to read "Hector Macias".  
Hector Macias  
Deputy Superintendent, Human Resources

Date: 11.14.25

For the Ontario-Montclair Teachers Association:

A handwritten signature in blue ink, appearing to read "Tisha Curry".  
Tisha Curry  
President, OMTA

Date: 14 Nov 25

Reference: Article X, Section 2 – Sick Leave, OMTA Agreement 2022–2025 (defining a half-day as 3.5 hours).