

**ANNUAL LEAVE BALANCE  
LETTER OF UNDERSTANDING  
BETWEEN  
LAKE WASHINGTON SCHOOL DISTRICT NO.414  
AND  
LAKE WASHINGTON EDUCATION ASSOCIATION**

The district and association agree to amend Section 19.9.2 of the CBA and the former LOU related to Annual Leave Balance signed on March 26/27, 2020.

For the 2020-21 school year, an employee was allowed to accumulate up to 60 hours of annual leave.

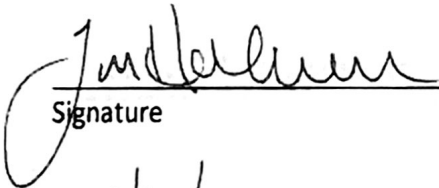
Employees may request to carry over up to 22.5 hours of annual leave to the 2021-22 school year for a total accumulation of up to 45 hours of annual leave.

Staff should respond to the survey from Payroll to request carryover. Response should be received no later than June 30, 2021.

At the end of the 2020-21 school year, unused annual leave not requested to be carried over will be cashed out at the 2020-21 sub rate of pay at the end of the school year. Furthermore, annual leave cash out in the 2021-22 school year will be cashed out at the standard 2021-22 sub rate of pay.

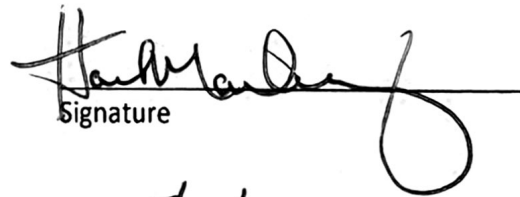
**AGREED:**

For the District

  
\_\_\_\_\_  
Signature

5/12/2021  
\_\_\_\_\_  
Date

For the Association

  
\_\_\_\_\_  
Signature

5/12/2021  
\_\_\_\_\_  
Date