

**Letter of Agreement
between the
Novi Community School District
and the
Novi Education Association**

The purpose of this Letter of Agreement is to acknowledge that life occasionally presents us with extraordinary and unforeseen opportunities that cannot be neatly scheduled within our traditional absence policies. The NEA "Once in a Decade" Vacation Request process will be available to all NEA members to request time off for vacation purposes once within a decade beginning in the 23/24 school year. Requested vacation dates should not be during prohibited times (first week of school, last week of school, or within a day of a school break). The NEA member must complete the NEA "Once in a Decade" Vacation Request Form, which can be found on Staff Links, at least thirty (30) days in advance and submit it to the Assistant Superintendent of Talent Management and Development for review. Late requests will not be considered. Vacation requests may not exceed five (5) days. Personal business days will be utilized first and any remaining days will be taken unpaid. The District reserves the right to deny the request if a pattern of absences or concerns with attendance have been previously documented. Additional requests within a decade will be denied and progressive discipline will occur.

Novi Community School District


Dr. Laura A. Carino

9-21-2023
Date

Novi Education Association


Kim Osmonson

9/21/23
Date