

**Secretaries and Assistants Association of Anne Arundel County  
and the  
Board of Education of Anne Arundel County**

**MEMORANDUM OF UNDERSTANDING**

This document constitutes a **Memorandum of Understanding (MOU)** between the Board of Education of Anne Arundel County and the Secretaries and Assistants Association of Anne Arundel County (SAAAAC), regarding the usage of leave in one quarter (1/4) day increments. No waivers or modifications other than those identified herein may be presumed or inferred, and where modifications or waivers do occur, they are only to the extent necessary for the explicitly stated purpose. The following additions will be made to the Negotiated Agreement:

Article 10 (Vacation and Annual Leave)

10.2 Normal Use

**C. Annual Leave can be taken in one quarter (1/4) day increments.**

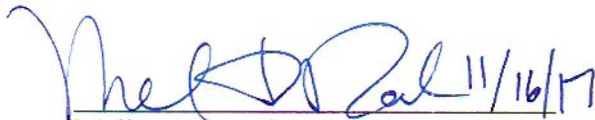
Article 11 (Other Leaves)

11.9 Personal Business


**H. Personal Business leave can be taken in one quarter (1/4) day increments.**


The modifications and additions set forth in this Memorandum of Understanding and agreed to by the undersigned representative of the parties shall become effective January 2, 2017, and become a permanent addition of the Negotiated Agreement between SAAAAC and the AACPS BOE henceforth.

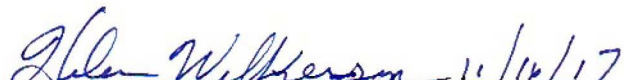
For the Board

  
Melisa D. Rawles, Esq.                      Date  
Director of Employee Relations

For SAAAAC

  
Bradley Darjean                              Date  
UniServ Director, SAAAAC

  
Angie Auth                                      Date  
Employee/Labor Relations Specialist

  
Helen Wilkerson                              Date  
President, SAAAAC