

This Memorandum of Understanding (MOU) made and entered into this 4 day of November, 2025, by and between the Kodiak Island Borough School District (KIBSD) and the Kodiak Administrative Professionals (KAP). The District and KAP agree to the following regarding Item 730 Leave Without Pay, Section I:

*Short or emergency leave without pay, of not to exceed six (6) weeks per fiscal year, may be granted by the Superintendent. If the employee has accrued personal leave, such personal leave and/or sick leave, if applicable, must be used prior to requesting unpaid leave. Except in cases of AFLA/FMLA parental leave, employees may retain up to 20 days of leave (personal and/or sick) at their discretion. The amount of time authorized for short or emergency leave without pay will be specified at the time of written request and in the response to the request. Short or emergency leave without pay is not to be accessed intermittently, but rather each leave request must be presented separately. There is no automatic right to leave without pay under this provision. Each case is considered independently. Any permanent employee (of more than two years) who uses leave without pay during the school year will not be eligible for a step advancement on July 1. This will exclude FMLA, AFLA, and Military leave.*

Kodiak Administrative Professionals

Walter Bunn 11/4/25

KAP President

Date

Kodiak Island Borough School District

Kristen S. [Signature] 11/4/25

Superintendent/Designee

Date