



EASMC *Today*

December 2025



UPCOMING EVENTS

- Dec. 20-Jan 4: Winter Break (No School for Students & 10 - 11 Month Employees)
- Jan. 5: Schools Reopen
- Jan. 6: EASMC Board of Directors 4:30pm
- Jan. 8: SMCPS Board of Ed. 9:00am
- Jan. 13: EASMC Rep Assembly 5:00pm
- Jan. 19: MLK Jr - All Schools/Offices Closed
- Jan. 21: SMCPS Board of Ed. 6:00pm
- Jan. 26: EASMC/MSEA Voting Begins
- Jan 30: Staff Development/Prof. Responsibilities

IN THIS EDITION...

EASMC Elections
Getting Involved
Professional Development
Contract Corner
You Asked, We Answered
Letter From the President

GETTING INVOLVED

Our EASMC committees are in need of member participants. If you are interested in working with one or more of our committees, please reach out to the committee leaders below.

- Legislative and Endorsement
tmthompson@smcps.org
- Membership Engagement
jaknight@smcps.org
- Inclusion, Diversity, and Equity
kamills@smcps.org
- Professional Development
adrollins@smcps.org
- EASMC Budget
clbaden@mseane.org



It's time for EASMC and MSEA elections! The link to vote, along with your personal MSEA ID number (needed to vote) will be sent to your **personal** email address (not SMCPS) on January 26. EASMC will also send out a communication with the link, and you can get your MSEA ID by emailing jwaybright@mseane.org.

EASMC positions being elected:

- EASMC Board of Directors
- MSEA Delegate
- NEA Delegate

Deadline to vote : **February 13, 2026**



Happy Holidays



WHO CAN HELP?

Tel. (240) 309-4196

Sarah Penrod, EASMC President, spenrod@mseanea.org

Systemic Issues, Rep. Assembly, Board of Directors, Committees, Public Relations, Policies, Program, Strategic Plan

Dawn Pipkin, MSEA UniServ Director, dpipkin@mseanea.org

Negotiated Agreement, Staff Rights & Responsibilities, Discipline & Performance, Teacher Resignation, Member Advocacy

Jennifer Waybright, EASMC Office Manager, jwaybright@mseanea.org

Dues, Membership, Communications, Web Site, Rosters, Calendar, Resources, Site Rep. Accreditation & Changes



PROFESSIONAL DEVELOPMENT

WINTER PRAXIS MAPPING BOOTCAMP

Join us for an intensive, hands-on PRAXIS test prep session designed to sharpen your skills and boost your confidence. Whether you're looking to master reading comprehension, hone your test-taking strategies, or refine your constructive response and writing techniques, this session is for you!

Our expert instructors will guide you through focused drills, effective test strategies, and detailed review sessions, leaving you fully prepared to tackle the PRAXIS with ease. Don't miss this opportunity to advance your teaching career with the skills you need to succeed! Spaces are limited, so reserve your spot today!

When: January 10, 9:00am - 2:00pm

Where: Laurel DoubleTree Hotel

For registration and to learn more, [CLICK HERE](#).

PRAXIS OR PARAPRO TUTORS

Do you need any support with the PRAXIS or ParaPro exam? Would you like one-on-one support? Well, look no more! Request support using this form: [PRAXIS/ParaPro Tutoring](#).

MSEA Processes individuals daily and finds tutors to work directly with members. Once this information is completed, an email is sent to you to collect more information that aids in pairing you with the right tutor.

EARLY CAREER EDUCATOR CONFERENCE

Get ready to level up your teacher toolkit at this dynamic one-day conference designed for early career educators with one to ten years of experience. Through engaging sessions and hands-on workshops, you will build the skills that help you lead your classroom with clarity, purpose, and power.

[CLICK HERE](#) to learn more.





CONTRACT CORNER



LEAVES

ARTICLE 12 FOR BOTH CERTIFICATED AND ESP

The negotiated agreement provides for a range of leaves to be provided for employees for a variety of reasons. Twelve-month employees receive annual leave starting with 15 days a year and increasing based on years of service. Employees are also allocated leave for illness, personal leave, jury duty, etc. See Article 12 for a list of leaves and the process for requesting leave. Leave saved from year to year can be used toward creditable service at the time of retirement. Sick leave can be accumulated without limits. Personal leave is capped at no more than eight (8) days in your personal leave account. Any day over eight, rolls over to your sick leave account.

ESP Contract – [Article 12](#)

Certificated Contract – [Article 12](#)

It's important to note that leave is a benefit of employment and employees are entitled to use their leave as needed. Inappropriate use of leave or exhausting the leave that has been provided each year can create employment issues that can lead to progressive discipline up to and including termination if there isn't a documented medical reason for leave that has been secured through an approved Family Medical Leave Act (FMLA) application, or an approved leave of absence.

Just a reminder that if you are out of leave according to the contract your pay will be docked accordingly.

12.2.5. Impact of Attendance on Salary

*The full payment of the annual salary will be based on the attendance of the employee. This attendance will be calculated as provided for in the annual operational calendar. As may be requested by the Superintendent, compensatory leave or additional pay will be granted for duty days in addition to the designated days. **For each day of absence for which the employee has insufficient leave available, a deduction of one time their per diem rate of pay will be made.***

Per diem is your daily rate of pay.



YOU ASKED, WE ANSWERED



What happens if I take leave without pay?

Leave without pay is not a leave option provided for in the contract. Leave without pay happens when an employee exhausts their leave balance. If an employee is going through a health issue that would require them to be out to the point that their leave is exhausted it is always a good idea to file for FMLA, which protects your job and keeps you from being penalized for missing work due to documented medical needs or caring for a family member who is ill. An approved FMLA application can be initiated through Human Resources with appropriate medical documentation. Repeated or excessive amounts of entering leave without leave available can cost an employee their job.

For extreme circumstances when an employee is battling a chronic illness the contract provides for a Sick Leave Bank and Exchange. For employees who join the bank by donating a day when they are first hired or provide an additional day when the bank becomes critically low there are additional avenues to access leave in an emergency. Filing a request for leave through the Sick Leave Bank can provide additional leave for an employee's illness when medical documentation is supplied and approved by the Sick Leave Bank Committee. Open Enrollment for the Sick Leave Bank and Exchange occurs during the fall of each school year.

What are the different applications of administrative leave?

Administrative leave requested by the employee can be granted under Article 12 for a variety of reasons:

- Attend a professional meeting
- Participate in work related training
- Convention and Workshop Attendance
- Jury duty
- Bereavement
- Visiting a school inside or outside the county
- Court Summons
- Professional Meeting

The leaves listed above require that the request be documented in the absence system and require approval by your supervisor. However, there are instances where an employee is placed on administrative leave with pay while an allegation is being investigated by the school system, or by an outside agency like Child Protective Services or the Sheriff's office. The employee is in a paid status during that time and may either be assigned to another work site or directed to not report during the period of the investigation. Because the employee is getting paid, they can be asked to perform work duties in alignment with their position. If as an employee you receive notification that you are being placed on administrative leave, you should contact EASMC right away so that you can be informed of your rights, your responsibilities, and the resources available to you for advocacy and representation. Representation in these cases is reserved for members of EASMC.