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Statement of.....

Policy and Responsibility

SUBJECT: SPECIAL PROVISIONS – PERSONAL LEAVE – ARTICLE 7

Personal Leave

- 7.1.1 During each contract year, each Teacher shall be allowed two days of paid leave for personal matters. Teachers with ten (10) or more years teaching experience in the Murray City School District (11 and on), as determined on the salary schedule, shall be entitled to one (1) additional of paid leave. Except in the case of emergencies, written notice to the Principal, or his designee, shall be made at least one day before such leave is to be taken.
- 7.1.2 A total of eight (8) unused Personal Leave days may be carried forward to the next school year. All accrued unpaid days not used by the conclusion of the 2022-2023 school year will be forfeited and not carried forward to the next school year.
- 7.1.3 Upon the end of each school year, Teachers with nine or ten unused Personal Leave days will receive a payment for the one or two paid Personal Leave day(s) that cannot be carried forward to the next year. This payment will be at the daily rate paid to a licensed substitute teacher as determined and disclosed at the beginning of each contract year. When a teacher retires they shall be paid for all unused paid Personal Leave days that cannot be carried over because of retirement if they have not used over five (5) days of sick leave during that contract year. Pay for unused paid Personal Leave days will be at the daily rate paid a licensed substitute teacher. An exception shall be made for a teacher who has had an extended illness during that school year and provides a physician’s verification of the illness.
- 7.1.4 Each school year, personal leave is not to be used either the first or last five (5) days that students are in school. Personal leave is also not to be used on full or half professional development days that are calendared by August 15 of each school year.
- 7.1.5 No more than ten percent of the Teachers in a given school may take Personal Leave on any given day. However, no school will be allowed fewer than two. Exceptions may be approved by the Superintendent.
- 7.1.6 Exceptions to the personal leave policy must be approved by the Superintendent.
- 7.1.7 Unpaid leave if granted will be at the cost of the daily rate (salary divided by contract days), plus the cost of the substitute as determined in this agreement. Teachers in their first three years in MCSD may have the cost of the sub waived upon the approval of the Superintendent.