



## Murray City School District

# Leave Benefits for Licensed Staff

	Provisional (1 through 3 years)	Career
Sick Leave (which includes Maternity leave)	<ul style="list-style-type: none"> <li>Seven (7) days per year</li> <li>Can accumulate up to 21 days total</li> <li>If all sick leave is used, there is a per day dock at the cost of what the district pays for a licensed substitute.</li> </ul>	<ul style="list-style-type: none"> <li>180 days of sick leave for a 2 year period (see Master Agreement for more detailed information)</li> <li>For any absence longer than five (5) consecutive days, a note from your physician is required.</li> </ul>
Family Sick Leave	<ul style="list-style-type: none"> <li>Five (5) days per year, inclusive in the total sick leave per year</li> <li>Full dock after use of five (5) days</li> </ul>	<ul style="list-style-type: none"> <li>Five (5) days per year</li> <li>Full dock after use of five (5) days</li> </ul>
Bereavement	<ul style="list-style-type: none"> <li>Up to five (5) days with pay for each case of covered bereavement.</li> </ul>	
<p><b><i>The definition of Family for the purpose of Family Sick Leave and Bereavement are spouse, children, father, mother, siblings, grandparents, grandchildren, or the same relatives of one's spouse.</i></b></p>		
Personal Leave	<ul style="list-style-type: none"> <li>Two days per year; one at no cost and one at the cost of what the district pays for a licensed substitute determined at the start of the new school year.</li> <li>A teacher can carry over a total of eight (8) days of personal leave. The district will track the days that are carried over from year to year breaking down days that are paid and days that carry a dock.</li> <li>A teacher who has completed fifteen (15) or more years teaching experience <b><i>in the Murray City School District</i></b> shall be entitled to one (1) additional day per year at no cost to the teacher.</li> <li>A teacher with eleven (11) through fifteen (15) years of teaching experience <b><i>in the Murray City School District</i></b> shall be entitled to one (1) additional day per year at the cost of what the district pays for a licensed substitute. (\$91 / day for the 2014-15 school year.)</li> <li>Personal leave is taken in half day or full day increments. A half day is four hours or less and a full day is more than four hours, even if only by a few minutes, so watch how you put in the time.</li> <li><b>You can find your personal leave information in SubFinder under your Personal Info / Leave Control tab. It does not show the paid vs. dock days. For that information, please call Denise at ext. 5003.</b></li> </ul>	
Adoption Leave	<ul style="list-style-type: none"> <li>Five (5) days per adoption</li> </ul>	
Unpaid Leave	<ul style="list-style-type: none"> <li>Unpaid leave is a full dock and is calculated by taking the contract amount and dividing by the number of days in the contract for a daily rate. This is not the "cost of a sub."</li> <li><b>*Unpaid leave must be requested in writing and approved by the Superintendent.</b></li> </ul>	

There has been confusion over the phrase the "cost of a sub" wherein the teacher thinks they are paying for the substitute for their absence. This is not the case. Otherwise teachers who do not have a classroom would never have a deduction, i.e., counselors, reading coordinators, media specialists, etc. The determination of the amount of the dock is the cost of the daily rate paid to a licensed substitute teacher as determined and disclosed at the beginning of each contract year.