



5102 S. Commerce Drive ■ Murray, Utah 84107
 (801) 264-7400 ■ (801) 264-7456 (fax)

Leave Benefits for Licensed Staff

(does not include administrators)

	Provisional (1 through 3 years)	Career
Sick Leave Article 4 of the Master Agreement	<ul style="list-style-type: none"> • Ten (10) days per year • Can accumulate up to 30 days total • If all sick leave is used, there is a per day dock at the cost of what the district pays for a licensed substitute for a period of ten (10) days. After a period of ten (10) additional cumulative days a Teacher will receive sick leave without pay. • Sick leave days will be applied towards Parental Leave. 	<ul style="list-style-type: none"> • 180 days of sick leave for a 2 year period (see Master Agreement for more detailed information) • For any absence longer than five (5) consecutive days, a note from your physician is required.
Family Sick Leave	<ul style="list-style-type: none"> • Five (5) days per year, inclusive in the total sick leave per year • Full dock after use of five (5) days 	<ul style="list-style-type: none"> • Five (5) days per year • Full dock after use of five (5) days
Parental Leave Article 6 of the Master Agreement	<p>Parental Leave may be taken by a Teacher who gives birth for 6 weeks [30 days] following the birth of a child. If the birth is by caesarian section, this period will be extended for 2 more weeks. Parental Leave may be taken by a Teacher whose spouse gives birth for 1 week [5 days] following the birth of a child. If the birth is by caesarian section, this period will be extended for 2 more days. [This will not count against your Family Sick Leave.] For provisional teachers, sick leave days are applied towards the parental leave. The Teacher should work with the principal in placing a long term substitute for this absence.</p> <p><i>The Director of Personnel & Student Services should be notified in writing as soon as possible of the anticipated Parental Leave.</i></p>	
Bereavement	<ul style="list-style-type: none"> • Up to five (5) days with pay for each case of covered bereavement. 	
<p><i>The definition of Family for the purpose of Family Sick Leave and Bereavement are spouse, children, parents, siblings, grandparents, grandchildren, or the same relatives of one's spouse.</i></p>		

Personal Leave	<ul style="list-style-type: none"> • Beginning with the 2018-19 school year, a Teacher will be allowed two (2) days of paid personal leave for personal matters. • A teacher can carry over a total of eight (8) days of Personal Leave. Teachers with nine, ten or eleven unused Personal Leave days will receive a payment for paid personal leave 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. • A teacher who has completed ten (10) or more years teaching experience <i>in the Murray City School District</i> shall be entitled to one (1) additional day of paid personal leave. • Personal leave is taken in half day or full day increments. <i>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.</i> • You can find your personal leave information in Absence Management (former Aesop) under the “Account” tab. Under the Absence Reason Balances tab on the left side of the page, you will see the balances for absences for Illness>Employee, Illness>Family, and Personal Leave>Paid Day.
Adoption Leave	<ul style="list-style-type: none"> • Ten (10) days per adoption
Unpaid Leave	<ul style="list-style-type: none"> • 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 <i>plus the cost of the substitute as determined in this agreement.</i> (This is not the “cost of a sub.”) • *Unpaid leave must be requested in writing and approved by the Superintendent.

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.