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Leave Benefits for Administrative Staff

	Provisional (1 through 3 years)	Career Beginning 4 th year
Sick Leave (which includes Maternity leave)	<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. 	<ul style="list-style-type: none"> • Unlimited sick leave • 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
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, father, mother, siblings, grandparents, grandchildren, or the same relatives of one's spouse.</i></p>		
Personal Leave	<ul style="list-style-type: none"> • Four (4) days of Personal Leave per year. • Administrators can accrue a maximum of five (5) days of personal leave. 	
Vacation 12 Month Administrators Only	<ul style="list-style-type: none"> • Twelve (12) month Administrators are entitled to vacation time with full pay according to the following schedule: <ul style="list-style-type: none"> ○ 1 through 5 years – 15 days ○ 6 through 9 years – 17 days ○ 10 through 15 years – 20 days • Administrators eligible for vacation benefits may carry over up to five (5) days unused vacation into the following fiscal year. 	
Adoption Leave	<ul style="list-style-type: none"> • Five (5) 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. This is not the "cost of a sub." • *Unpaid leave must be requested in writing and approved by the Superintendent. 	