



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

## Leave Benefits for Contract Classified Staff

	Provisional (1 through 3 years)	Career
<b>Sick Leave (which includes Maternity leave)</b>	<ul style="list-style-type: none"> <li>• Five (5) days per year</li> <li>• Can accumulate up to 15 days total</li> <li>• If all sick leave is used, there is a per day dock in the amount of half the daily rate for 10 days. After 10 days at half pay, the employee will receive sick leave without pay.</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited Sick Leave for employee illness</li> <li>• For any absence longer than five (5) consecutive days, a note from your physician is required.</li> </ul>
<b>Family Sick Leave</b>	<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>
<b>Bereavement</b>	<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>		
<b>Personal Leave</b>	<ul style="list-style-type: none"> <li>• Two days of personal leave hours each year for years one (1) through ten (10) of contract experience with the district. Beginning year eleven (11) of contract work, three days of personal leave.</li> <li>• Contract employees who do not use any personal leave during the contract year will be paid a \$75 stipend on the last paycheck of that contract year.</li> </ul>	
<b>Vacation</b>	<ul style="list-style-type: none"> <li>• All twelve (12) month, full time personnel are entitled to vacation time with full pay according to the following schedule:               <ul style="list-style-type: none"> <li>○ 1 through 5 years – 10 days</li> <li>○ 6 through 9 years – 12 days</li> <li>○ 10 through 15 years – 15 days</li> <li>○ 16 years and over – 18 days</li> </ul> </li> <li>• Employees eligible for vacation benefits may carry over up to twelve (12) days unused vacation into the following fiscal year.</li> </ul>	
<b>Adoption Leave</b>	<ul style="list-style-type: none"> <li>• Two (2) days per adoption</li> </ul>	
<b>Marriage Date</b>	<ul style="list-style-type: none"> <li>• Employees will be granted a leave of absence for personal marriage of one day and the option to use four days at one-half of their regular salary. Employees will be granted a paid, one day leave of absence for the marriage of a son or daughter.</li> </ul>	
<b>Unpaid Leave</b>	<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 # of days in the contract for a daily rate.</li> </ul>	