



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

Leave Benefits for Hourly Classified Staff

An hourly classified employee will be entitled to the following leave benefits:

Under Article IX LEAVES:

C. Jury Duty Leave

Jury Duty – In the event that an employee is called on jury duty, he should immediately notify his immediate supervisor. The employee will be excused to act as a juror without loss of pay by endorsing any compensation check over to the Board.

D. Leave of Absence for Marriage

Employees will be granted a leave of absence for personal marriage of one paid day and the option to use four school 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 a daughter.

F. Paid Time Off (PTO) for Hourly Employees

Hourly employees who have three (3) or more current consecutive years of service in the district will receive one week's worth of PTO. An employee may accumulate a maximum of two (2) years PTO. Payment of PTO will be at eighty percent (80%) of the employee's regular rate.

An hourly employee who has worked five (5) years or more and develops a serious illness may apply to the Superintendent for extended PTO, not to exceed fifteen (15) days. Employees may only use this extended PTO benefit once every five (5) years.