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## Leave Benefits for Licensed Staff

(does not include administrators)

	Provisional (1 through 3 years)	Career
<b>Sick Leave</b> Article 4 of the Master Agreement	<ul style="list-style-type: none"> <li>• Ten (10) days per year</li> <li>• Can accumulate up to 30 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 for a period of ten (10) days. After a period of ten (10) additional cumulative days a Teacher will receive sick leave without pay.</li> <li>• Sick leave days will be applied towards Parental Leave.</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>• Three (3) days per year</li> <li>• Full dock after use of three (3) days</li> <li>• An additional five (5) days of leave for family illness may be taken at the cost of a substitute with approval of the Superintendent.</li> </ul>	<ul style="list-style-type: none"> <li>• Five (5) days per year</li> <li>• An additional five (5) days of leave for family illness may be taken at the cost of a substitute with approval of the Superintendent.</li> </ul>
<b>Parental Leave</b> 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><b><i>The Director of Personnel &amp; Student Services should be notified in writing as soon as possible of the anticipated Parental Leave.</i></b></p>	
Bereavement	<ul style="list-style-type: none"> <li>• Up to five (5) days with pay for each case of covered bereavement.</li> <li>• A maximum of two (2) additional bereavement days shall be given yearly for non-immediate family members.</li> </ul>	
<p><b><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></b></p>		

Personal Leave	<ul style="list-style-type: none"> <li>• A teacher can carry over a total of <b>eight (8) days</b> of Personal Leave. Teachers with nine, ten, eleven or twelve 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.</li> <li>• 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.</li> <li>• A teacher who has completed sixteen (16) years or more years teaching experience <i>in the Murray City School District</i> shall be entitled to one (1) more additional day of paid personal leave.</li> <li>• Personal leave is taken in half day or full day increments. <b><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></b></li> <li>• <b>You can find your personal leave information in Absence Management 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&gt;Employee, Illness&gt;Family and Personal Leave&gt;Paid Day.</b></li> </ul>
Adoption Leave	<ul style="list-style-type: none"> <li>• Ten (10) 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 <b><i>plus the cost of the substitute as determined in the master agreement. The “cost of a sub” is \$150 per day for the 2023-24 school year.</i></b></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, instructional coaches, 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.