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Statement of.....

Policy and Responsibility

SUBJECT: SPECIAL PROVISIONS – PERSONAL LEAVE – ARTICLE 7

Personal Leave

- 7.1.1 During each contract year, each Teacher shall be allowed two days of leave for personal matters, one day at no cost to the teacher (paid personal leave) and one day at the cost of a licensed substitute teacher (unpaid personal leave). Teachers with 10-15 years of teaching experience in the Murray City School District (years 11-15), as determined on the salary schedule, shall be entitled to one additional unpaid personal leave day. Teachers with fifteen (15) or more years teaching experience in the Murray City School District (years 16 and on), as determined on the salary schedule, shall be entitled to one (1) additional day per year at no cost to the teacher. Except in the case of emergencies, written notice to the Principal, or his designee, shall be made on the Personal Leave form at least one day before such leave is to be taken.
- 7.1.2. A total of eight (8) unused Personal Leave days may be carried forward to the next school year, which includes all paid days, all unpaid days, or any combination of the two which reflects the end of that contract year total. Unpaid personal leave days beyond 8 are forfeited and not carried forward to the next school year. For unpaid personal leave days, the cost of the substitute will be the daily rate paid to a licensed substitute teacher as determined and disclosed at the beginning of each contract year.
- 7.1.3 Upon the end of each school year, Teachers with nine or ten unused Personal Leave days will receive a payment for the one or two paid Personal Leave day(s) 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. Teachers shall be paid for all unused paid Personal Leave days that cannot be carried over because of retirement if they have not used over five (5) days of sick leave during that contract year. Pay for unused paid Personal Leave days will be at the daily rate paid a licensed substitute teacher. An exception shall be made for a teacher who has had an extended illness during that school year and provides a physician's verification of the illness.
- 7.1.4. Each school year, personal leave is not to be used either the first or last five (5) days that students are in school.
- 7.1.5.1 No more than ten percent of the Teachers in a given school may take Personal Leave on any given day. However, no school will be allowed fewer than two. Exceptions may be approved by the Superintendent.