

NUMBER:	SP 942
EFFECTIVE:	10/22/2033
REVISION:	9/14/2011
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Statement of.....

Policy and Responsibility

SUBJECT: SPECIAL PROVISIONS – ASSOCIATION LEAVE

1. Employees who are officers of the Associations that represent the majority of their respective employee groups or their designated representatives shall be granted up to ten (10) total contract days of professional leave for association duties and/or assignments. The ten total days is cumulative for all officers, not per officer.
2. All duties or assignments performed by a district employee during paid association leave shall directly benefit education in Murray School District.
3. Written request for such leave shall be submitted to the Director of Personnel by the President of the Association or an officer authorized to act for the Association at least one week in advance of the date the Professional Leave is to commence. The request shall include the following information:
 - a. assurance by the employee that no time will be spent on:
 - i. engaging in political activity
 - ii. campaigning for candidates for public office
 - iii. fund-raising for political organizations, political parties, or candidates
 - b. expenses related to the leave for the employee
 - c. full explanation of how the district is benefited by the expenditure of district funds.
4. In case of an emergency, the written request shall be submitted not less than 24 hours before the leave is to commence. The Director of Personnel will notify the appropriate principal or supervisor of the action taken.
5. Violation of this policy may result in employee disciplinary action under district policy SP 908 and/or Utah Code Section 53A-8-104.
6. The Director of Personnel shall be responsible for supervising employees on paid association leave and for the accounting for all costs and expenses incurred by paid association leave.
7. Should it be determined that a paid association leave activity does not provide a direct benefit to education within the district, the district shall be reimbursed by the association for all costs incurred by the district during the paid association leave activity.