



**Canyons Education Association
Canyons School District
2018-19**



CANYONS
School District

Canyons Education Association's Negotiations Team

| | |
|------------------|---|
| Mark Besendorfer | Teacher - Willow Springs Elementary |
| Alison Kedington | Teacher - Albion Middle |
| Karen Pedersen | CEA Vice President - Willow Canyon Elementary |
| Mallory Record | Teacher - Jordan High |
| Dan Rozanas | Teacher - Alta High |
| Jennifer Boehme | Jordan UniServ Director |

Canyons School District Board of Education's Negotiations Team

| | |
|-------------------|----------------------------|
| Dr. James Briscoe | Superintendent |
| Stephen Dimond | Human Resources Director |
| Charles Evans | Director External Affairs |
| Daniel Harper | Director of Legal Services |
| Leon Wilcox | Business Administrator |

Canyons School District Board of Education

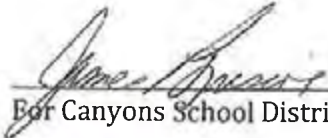
| | |
|-------------------|---------------------------------|
| Sherril H. Taylor | President - District 6 |
| Nancy Tingey | 1st Vice President - District 3 |
| Amber Shill | 2nd Vice President - District 2 |
| Clareen Arnold | District 4 |
| Mont Millerberg | District 1 |
| Chad Iverson | District 7 |
| Steven Wrigley | District 5 |

**Proposed Ground Rules
2018-19**

In keeping with its belief that established ground rules assist the cooperative and productive progress of negotiations, CEA proposes the following:

1. The parties will schedule bargaining sessions on a regular basis as long as good-faith negotiations are continuing.
2. The District will pay the cost of substitute teachers during negotiations.
3. During the first meeting, arrangements for locations of future sessions will mutually be agreed upon by the Canyons Education Association and Canyons School District.
4. When the District and CEA reach consensus on issues, they shall be written and signed by both parties as tentative agreements.

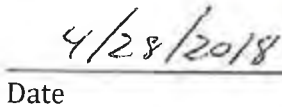
5. All agreements, if any, reached during negotiations shall be considered tentative until final agreement has been reached on the entire package. Tentative agreements will be signed and dated.
6. The complete negotiations package must be ratified by the CEA membership and formally approved by the Board of Education in order to be considered a final agreement. The provisions of such agreements shall not be released to the public until they have been so ratified, at which time a joint release of information will be prepared.
7. CEA and the Board of Education will regularly communicate with their membership regarding the negotiations process. Any public release of information during negotiations will be done jointly.
8. All efforts will be made to bargain in good faith. However, if impasse is declared, a joint public release of information is no longer required and the procedures outlined in Canyons District Policy 410.0/420.0 Scope of Negotiations shall be followed.
9. Minutes will be taken by either or both parties. However, minutes are working notes for the teams' purposes only and not an official record of negotiations sessions.
10. Negotiated agreements will be posted online within ten (10) working days of the ratification of the Board of Education.



For Canyons School District



For Canyons Education Association



Date



**Negotiations
Contract Year 2018-19**

Proposal

CEA proposes all licensed educators move to the next increment level on the salary schedule, *an increase of \$900.*

Rationale

The salary schedule is an implied contract wherein employees understand they will move an increment level each year in Canyons District. Honoring the integrity of the salary schedule will allow Canyons District to attract and retain teachers.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: *4-17-2018*

For Canyons School District:

[Signature]

For Canyons Education Association:

[Signature]



Negotiations - Licensed (Contract Year 2018-19)

Counter Proposal

For the 2018-19 school year, Canyons District Administration proposes a COLA of 2.50%, calculated on the mid-point of the Licensed Salary Schedule (Increment Level 20), i.e. \$1,335 per Increment Level on the Licensed Salary Schedule-L188.

Rationale


Canyons School District continues to improve in its ability to recruit and retain teachers. This increase will provide needed supports to those efforts.

TENTATIVE AGREEMENT
Between
Canyons School District
&
Canyons Education Association

Date:

4-30-2018

For Canyons School District



For Canyons Education Association





Licensed Salary Schedule-L188

(2018-2019)

August 17, 2018 - June 6, 2019

188 Days - Full Time 8 Hours Per Day

Salary Placement

To determine an educator's initial salary placement:

- ◆ Identify the educator's "Education Enhancement" Increment Level
- ◆ Add previous contracted licensed work experience from an accredited school system, up to fifteen years, each year equating to an Increment Level
 - Two half years, with at least one of the years being a minimum of 92 days, will be added together to equal one year/Increment Level
 - Educator's experience in Canyons District receives full credit
 - Educators who have retired with the Utah Retirement System (URS) may receive up to fifteen (15) Increment Levels for experience

Education Enhancement

To determine the educator's "Education Enhancement" Increment Level:

- ◆ Identify the educator's degree attainment from an accredited university

| | |
|---|---------------------|
| Bachelor's Degree | n/a |
| Bachelor's Degree + 20 semester hours | +1 Increment Level |
| Bachelor's Degree + 40 semester hours | +1 Increment Level |
| Bachelor's Degree + 60 semester hours | +1 Increment Level |
| Master's Degree (Total of 6 Increment Levels) | +3 Increment Levels |
| Master's Degree + 20 semester hours | +1 Increment Level |
| Master's Degree + 40 semester hours | +1 Increment Level |
| Master's Degree + 60 semester hours | +1 Increment Level |
| Doctorate Degree (Total of 12 Increment Levels) | +3 Increment Levels |

Example: A newly hired educator with a Master's Degree +20 semester hours and four years of experience would be placed on Increment Level eleven (11), contingent upon verification of education and experience.

| Increment Levels | Base Contract |
|------------------|---------------|
| 1 | \$41,835 |
| 2 | \$42,735 |
| 3 | \$43,635 |
| 4 | \$44,535 |
| 5 | \$45,435 |
| 6 | \$46,335 |
| 7 | \$47,235 |
| 8 | \$48,135 |
| 9 | \$49,035 |
| 10 | \$49,935 |
| 11 | \$50,835 |
| 12 | \$51,735 |
| 13 | \$52,635 |
| 14 | \$53,535 |
| 15 | \$54,435 |
| 16 | \$55,335 |
| 17 | \$56,235 |
| 18 | \$57,135 |
| 19 | \$58,035 |
| 20 | \$58,935 |
| 21 | \$59,835 |
| 22 | \$60,735 |
| 23 | \$61,635 |
| 24 | \$62,535 |
| 25 | \$63,435 |
| 26 | \$64,335 |
| 27 | \$65,235 |
| 28 | \$66,135 |
| 29 | \$67,035 |
| 30 | \$67,935 |
| 31 | \$68,835 |
| 32 | \$69,735 |
| 33 | \$70,635 |
| 34 | \$71,535 |
| 35 | \$72,435 |
| 36 | \$73,335 |
| 37 | \$74,235 |
| 38 | \$75,135 |
| 39 | \$76,035 |
| 40 | \$76,935 |

Salary Schedule Information

- ◆ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20. The dollar difference between Increment Levels will remain \$900
- ◆ A minimum of a Bachelor's Degree +20 semester hours is required for educators to advance beyond Increment Level 20
- ◆ An Educator Salary Adjustment (ESA) of \$4,200 is included as part of the Base Contract and is dependent upon continued legislative funding
- ◆ The Base Contract is prorated based upon the number of days remaining in the contract
- ◆ Educators with current National Board Certification will be paid a stipend of \$1,000 in addition to their Base Contract

Licensed full-time benefit eligible employees, employed as of October 15, 2018, will receive a **one-time \$500 bonus** on their November 15, 2018, check.

- ◆ Licensed benefit eligible employees working less than full-time, employed as of October 15, 2018, will receive a one-time prorated bonus according to their FTE status in SKYWARD on their November 15, 2018, check.
- ◆ Licensed hourly employees, employed as of October 15, 2018, will receive a one-time \$100 bonus on their November 15, 2018, check.

Licensed employees with a continuous service date prior to July 1, 1998, will receive a **one-time \$500 bonus** on their November 15, 2018, check.



Negotiations
Contract Year 2018-19

Proposal

CEA proposes that all licensed employees receive a \$500 one-time bonus, *on Nov 15, 2018, per check*
promoted on Skyward FTE status as of Oct 15th, 2018.
Rationale

Recognizing teachers who have taught in Canyons shows them appreciation for the loyalty and expertise they provide. This one-time bonus can be paid for with one-time money from the fund balance.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: *4-23-2018*

For Canyons School District:

[Signature]

For Canyons Education Association:

[Signature]



**Negotiations
Contract Year 2018-19**

Proposal

CEA proposes that licensed employees with a continuous service date prior to July 1, 1998 receive a one-time bonus of \$500.

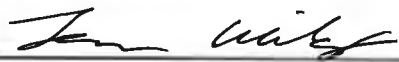
Rationale

Recognizing teachers who have taught in Canyons/Jordan for 20 years or more shows them appreciation for the loyalty and expertise they provide. This one-time bonus can be paid for with one-time money from the fund balance.

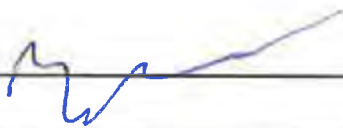
**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: 4-23-2018

For Canyons School District:



For Canyons Education Association:





**Negotiations
Contract Year 2018-19**

Proposal

CEA proposes that Canyons School District attempt to maintain the current insurance benefits within our district plans, as much as is possible. CEA proposes that both a traditional and high-deductible insurance plan be maintained. CEA proposes that premium increases be kept to a minimum to maintain a loss ratio just under 100%. CSD should investigate having a tiered premium where families with more dependents pay a higher rate.

For the 2019 insurance year, CEA supports the recommendation of the Insurance Advisory Committee to increase premium rates on the traditional plans by 3% with no premium increases on the high-deductible plans.

Rationale

The CEA survey of members expressed the above positions. Members want to protect benefits the most. Members prefer having options of both traditional and high-deductible plans and are not likely to move off the plan they are currently on. CSD should remain fiscally solvent with premiums matching claims plus a small fund balance to meet unexpected needs. Members were open to having a tiered rate for people with a high number of dependents.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: 4-17-2018

For Canyons School District:

For Canyons Education Association:



**Negotiations
Contract Year 2018-19**

District Proposal

Upon an employee's retirement through the Utah Retirement System (URS) and based solely upon sick days accrued by the employee while employed by Canyons School District on or after July 1, 2009, the District will pay \$100 per day for 25% of the employee's accrued, but unused sick leave.

Rationale

Retirement benefits are a positive way to reward educator loyalty and longevity, facilitate retirement (occasionally), and to encourage educators to be judicious in their use of sick days, which can help lessen the need for substitutes on certain days.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: 7-23-2018

For Canyons School District:



For Canyons Education Association:





Memorandum of Understanding (2018-2019)

Proposal

Canyons District Administration and Canyons Education Association propose, beginning the 2018-2019 school year, a \$3,000 yearly stipend to the following special education cluster classroom teachers (total of 61 teachers):

- This includes ABS, ACC, ECC, Jordan Valley and DK
- This excludes resource, CTA and preschool programs

- The stipend would be provided for:
 - Safety care initial certification (2 days) and recertification (1 day) yearly, which would occur prior to the beginning of the teacher contract.
 - Teachers needing only to recertify, will receive supplementary professional development for day 2.
 - Additional days for supplementary professional development, planning, supervising para educator training, etc. (up to 2 additional days throughout the year).
 - Additional duties required for special classroom teachers.

Rationale

It is imperative that we recruit and retain teachers in these areas of critical need providing them the necessary skills to support their students academically, socially, and emotionally while providing a free and appropriate public education (FAPE).

MEMORANDUM OF UNDERSTANDING
Between
Canyons School District
and
Canyons Education Association

Date: *March 7, 2018*

For Canyons School District

[Signature]

For Canyons Education Association

Bradshaw 3/6/18



Negotiations - Licensed (Contract Year 2018-19)

Counter Proposal

Beginning the 2018-19 school year, Canyons District Administration proposes a stipend of \$500 for elementary Dual Language Immersion (DLI) Heritage teachers.

Rationale

Elementary DLI teachers traditionally have twice the number of students as other elementary teachers. This stipend, similar to the Dual Session Kindergarten Teacher stipend, compensates for additional time in analyzing and interpreting student data as well as additional time needed to prepare for SEPs and report cards.

TENTATIVE AGREEMENT
Between
Canyons School District
&
Canyons Education Association

Date:

4-30-2018

For Canyons School District.

James Moore

For Canyons Education Association

[Signature]



**Negotiations
Contract Year 2018-19**

Proposal

CEA proposes that Canyons School District Policy 410.1 - Scope of Negotiations - Policies (Licensed) remain in effect for the 2018-19 school year.

Rationale


The current language on these policies continues to be effective.

See separate proposal on Policy Review Advisory Group (PRAG) recommended changes to 410.4 - Employee Leave (Licensed) and 410.10 - District Advisory Council.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date: 4-17-2018

For Canyons School District:



For Canyons Education Association:





**Negotiations
Contract Year 2018-19**

Proposal

CEA and Canyons District propose adopting the changes to the following negotiated policies as recommended by the Policy Review Advisory Group (see attached redline and clean versions):

- 410.10 - District Advisory Council
- 410.4 - Employee Leave (Licensed)

Rationale

The Policy Review Advisory Group has thoroughly vetted the changes included.

**Tentative Agreement Between
Canyons School District &
Canyons Education Association**

Date:

For Canyons School District:



For Canyons Education Association:





Members

- Karen Johnson, East Sandy
- Debbie McDonald, Sprucewood
- Chandra Martz, Ed Tech
- Kathy Smith, Altara
- Eric Gardner, Assistant Principal, Mt Jordan
- Mark Mitchell, Assistant Principal, Brighton
- Roger Moody, Assistant Principal, Indian Hills
- Christy Waddell, Principal, Draper
- Jennifer Boehme, UniServ Director
- Jeff Christensen, Assistant Legal Counsel
- Steve Dimond, Human Resources

Overview of Substantive Policy Changes Recommended

- 410.10 - District Advisory Council
 - Changed the members of the council to match current practice
- 410.4 - Employee Leave (Licensed)
 - Alternative Leave
 - May now use an Alternative Leave Day next to a Personal Leave Day
 - Bereavement Leave
 - Leave does not have to be used on consecutive days
 - Educational Leave
 - Policy was completely rewritten to make eligibility and requirements more clear
 - Added an extenuating circumstances section
 - Personal Leave - Paid
 - Prorated leave provided based on the number of days in the contract
 - Changed "cost of a long-term substitute" to a "fee of \$110"
 - Personal Leave – Non-paid
 - Clarification changes
 - Sick Leave
 - Prorated leave provided based on the number of days in the contract
 - Removed provision for employees hired prior to July 1, 1977
 - Removed the cost of a long-term substitute for using more than 12 Critical Family Care days
 - Increased converting Sick Leave to Adoption Leave from 15 to 30 days and removed the provision to request an additional 15 days
 - Removed section on part-time employees and Adoption Leave
 - Changed "cost of a long-term substitute" to a "fee of \$110" for Sick Leave Bank days if employee has fewer than 15 sick days when applying
 - Removed transitional duty section
 - Changed notification of absence to online



POLICY—410.10—DISTRICT ADVISORY COUNCIL

| | |
|---------------------------------|----------------------------------|
| DISTRICT CODE: 410.10 | ADOPTED: 8.30.11 (NEG) |
| RESCINDS: GBKB | ADOPTED: 6.12.07 |

BOARD POLICY

1. The Board recognizes the need for a District Advisory Council (DAC) for the purpose of communicating areas of concern by employee groups within the District.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consist with this policy.

| | |
|-------------------------------|-----------------------------|
| ADMIN-REG: 410.10-1 | APPROVED: 8.30.11 |
|-------------------------------|-----------------------------|

ADMINISTRATIVE REGULATION—410.10-1:

1. The Council shall be composed of three (3) members designated annually by the employee agent: three licensed employee members appointed at large by the Superintendent: the Assistant Superintendents, Director of Human Resources, the Directors of School Performance. ~~Human Resources Administrator, and one principal representative from each of the high schools, middle schools and elementary schools.~~ The chairperson will be determined annually by the Council.
2. The Council shall meet at least four (4) times during the school year to discuss and study subjects mutually agreed upon relating to the school system. The Council may schedule additional meetings as deemed necessary ~~by the committee~~.
3. The Council is empowered to appoint ad hoc committees to study and report upon subjects agreed upon by the Council and approved by the Superintendent or his/her designee.
4. The clerical expenses of the Council and its subcommittees shall be paid by the Board.
 - 3.4.4.1. Licensed employees will be paid the Inservice Rate, a minimum of one hour, for attending DAC.
 - 4.5. Meetings of the Council shall be held at other than regular school hours. If circumstances should require that a meeting be held during school hours, Council committee members may be excused from their regular duties without loss of pay.
 6. All items of business or recommendations coming from this Council are advisory only.
 - 5.7. Minutes of the meetings will be sent to members of DAC and school and district administrators.



EXHIBITS

None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

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DRAFT



POLICY—410.10—DISTRICT ADVISORY COUNCIL

| | |
|---------------------------------|----------------------------------|
| DISTRICT CODE: 410.10 | ADOPTED: 8.30.11 (NEG) |
| RESCINDS: GBKB | ADOPTED: 6.12.07 |

BOARD POLICY

1. The Board recognizes the need for a District Advisory Council (DAC) for the purpose of communicating areas of concern by employee groups within the District.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consist with this policy.

| | |
|-------------------------------|-----------------------------|
| ADMIN-REG: 410.10-1 | APPROVED: 8.30.11 |
|-------------------------------|-----------------------------|

ADMINISTRATIVE REGULATION—410.10-1:

1. The Council shall be composed of three (3) members designated annually by the employee agent: three licensed employee members appointed at large by the Superintendent: the Assistant Superintendents, Director of Human Resources, the Directors of School Performance. The chairperson will be determined annually by the Council.
2. The Council shall meet at least four (4) times during the school year to discuss and study subjects mutually agreed upon relating to the school system. The Council may schedule additional meetings as deemed necessary.
3. The Council is empowered to appoint ad hoc committees to study and report upon subjects agreed upon by the Council and approved by the Superintendent or his/her designee.
4. The clerical expenses of the Council and its subcommittees shall be paid by the Board.
 - 4.1. Licensed employees will be paid the Inservice Rate, a minimum of one hour, for attending DAC.
5. Meetings of the Council shall be held at other than regular school hours. If circumstances should require that a meeting be held during school hours, Council members may be excused from their regular duties without loss of pay.
6. All items of business or recommendations coming from this Council are advisory only.
7. Minutes of the meetings will be sent to members of DAC and school and district administrators.

EXHIBITS



None

REFERENCES

None

FORMS

None

CANYONS BOARD OF EDUCATION

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DRAFT



POLICY—410.4—EMPLOYEE LEAVE (LICENSED)

| | | |
|--|--------------------------------|------------------------------------|
| | DISTRICT CODE: 410.4 | ADOPTED: 5.16.2017 (NEG) |
| | RESCINDS: | ADOPTED: |

BOARD POLICY

1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:
 - 1.1. alternative leave;
 - 1.2. bereavement leave;
 - 1.3. educational leave;
 - 1.4. personal leave paid;
 - 1.5. personal leave non-paid;
 - 1.6. sick leave; and
 - 1.7. employee-funded sick bank.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

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|--|------------------------------|-----------------------------|
| | ADMIN-REG: 410.4-1 | APPROVED: 5.16.17 |
|--|------------------------------|-----------------------------|

POLICY 410.4—EMPLOYEE LEAVE (LICENSED)

ADMINISTRATIVE REGULATION—410.4-1: (Alternative Leave)

Eligible licensed employees shall receive an alternative leave day each year.

Alternative leave shall be administered according to the following regulations:

1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year.
2. Employees taking alternative leave shall be required to pay the cost of a long-term substitute.
3. Alternative leave is non-accumulative.
4. Employees shall give at least one day's notice of the intent to take alternative leave.
5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year.
- ~~6. Alternative leave may not be used the day before or after a personal leave day is taken.~~



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|--|-----------------------|----------------------|
| | ADMIN-REG: 410.4-2 | APPROVED: 5.16.17 |
|--|-----------------------|----------------------|

ADMINISTRATIVE REGULATION—410.4-2: (Bereavement Leave)

Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.

1. Employees who qualifyied for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home for funeral and related issues.
2. Employees shall be granted, for funeral and related issues, up to three (3) consecutive days of absence without pay deduction in the event of the death of the employee's spouse's parent/step-parents or the employee's or spouse's grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or other person residing in the employee's home.
3. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
4. If the death of an employee's parent/step-parent results in the loss of the only remaining parent, up to three additional (3) days may be taken to deal attend to with estate issues. The additional days must be taken within one (1) calendar year of the parent's death.
5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy.

| | | |
|--|-----------------------|----------------------|
| | ADMIN-REG: 410.4-3 | APPROVED: 5.16.17 |
|--|-----------------------|----------------------|

ADMINISTRATIVE REGULATION—410.4-3: (Educational Leave)

1. ~~Educational leave for full-time continued study may be granted to employees who have served for three (3) consecutive years and upon recommendation of the employee's professional development committee (i.e., the Licensed Local Professional Improvement Committee (LPIC); ESP Support Development Committee).~~



2. An application for educational leave shall be filed with the Human Resources Department for forwarding to the professional development committee by February 1 of the school year. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
3. The professional development committee will obtain a written evaluation of the applicant from his/her immediate supervisor.
4. The employee's professional development committee shall screen applications and forward recommendations to the Department of Human Resources for approval.
5. Each request for education leave shall be reviewed as an individual matter. Educational leave is based on needs and circumstances of the District and not solely on the merits of an applicant. For this reason, individual requests for educational leave may or may not create a precedent or standard for other requests. As a result, a grant or denial for a leave of absence is not cause for filing a formal or informal grievance.
6. There shall be no remuneration for this leave.
7. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
8. Employees on educational leave must submit a progress report to their professional development committee by February 15 of the year for which the leave is granted.
 - 8.1. The report is to include the date the employee intends to return to full-time status and/or a request for a one-year extension if needed. Following review by the professional development committee, the report will be forwarded to the Human Resources Department.
9. When an educational leave is successfully completed, a copy of the outline of studies and a transcript of credit or equivalent and a report will be submitted to the professional development committee for review.
10. An employee returning from approved educational leave shall be advanced on the salary schedule in the same manner as full-time employees.
11. The employee may arrange with the insurance carrier to continue his/her insurance program. The employee shall pay for the full premium.
12. The granting of educational leave shall not compel the employee to return to the District.
13. This leave is void if the employee does not complete the approved course of study as approved. It is the responsibility of the employee to submit evidence of successful completion of his/her approved program by June 30.
A candidate shall be guaranteed a comparable position in the District upon his/her return from an educational leave.

ADMINISTRATIVE REGULATION—410.4-3: (Educational Leave)



1. Definition: Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program.
 - 1.1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
 - 1.2. There shall be no compensation for this leave.
 - 1.3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium.
 - 1.4. The granting of educational leave shall not compel the employee to return to the District.
2. Qualifications: Educational leave may be granted to full-time employees who have been employed by the Canyons School District for a minimum of three (3) consecutive years.
3. Application and Approval: An application for educational leave shall be filed with the Human Resources Department by February 1 for the following school year. Applicants will be notified of approval or denial by March 1.
 - 3.1. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
 - 3.2. The application must contain a written recommendation from the applicant's immediate supervisor.
 - 3.3. Each request for educational leave shall be reviewed on an individual basis. Educational leave is based on needs and circumstances of the District and not solely on the merits of an applicant. For this reason, individual requests for educational leave may or may not create a precedent or standard for other requests. As a result, an approval or denial for educational leave is not cause for filing a formal or informal grievance.
4. Progress Report: Employees on educational leave must submit a progress report to the LPIC by February 15 of the year for which the leave is granted.
 - 4.1. The progress report is to include the date the employee intends to return to full-time status and/or a request for a one-year extension if needed. Following review by the LPIC, the report will be forwarded to the Human Resources Department for staffing purposes.
5. Evidence of Completion: It is the responsibility of the employee to submit evidence of successful completion of his/her approved program to LPIC by August 1. Evidence may include: transcripts, outlines of studies, reports, etc.
6. Return to Employment: A candidate returning from successful completion of educational leave shall be guaranteed a comparable position in the District for which they are qualified.
 - 6.1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 - 6.2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 - 6.3. Educational leave shall not be considered a break in continuous service.



7. Extenuating Circumstances: An employee may return to employment as indicated in Return to Employment, Section 6 above, if the employee is unable to successfully complete the approved educational leave program for the following extenuating circumstances:

- 7.1. maternity or adoption of a child;
- 7.2. military service;
- 7.3. illness;
- 7.4. or other reason deemed appropriate by the LPIC.

8. Employment Separation: An employee who does not complete the approved educational leave, with the exception of Extenuating Circumstances as listed in Section 7, shall be deemed to have abandoned their position and voluntarily resigned from the District. The individual may reapply for open positions.

ADMIN-REG:
410.4-4

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-4: (Personal Leave - Paid)

Employees are encouraged to avoid absenteeism, ~~and to schedule vacations, trips, and other personal activities at times which do not interrupt work schedules.~~

- 1. Each eligible licensed employee of the district shall be given at least three (3) days per year personal leave at no cost to the employee (See Exhibit—TBD).
 - 1.1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 - 1.2. Employees who work a 196 or a 206-day contract will have days prorated according to the length of their contract. Employees who work a 242-day contract receive vacation leave in lieu of prorated personal leave.
 - 1.1.1.3. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.
- 2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- 3. Personal leave may be taken the day before or after a school holiday for licensed employees who work a 196 or 206-day contract.
- 3.4. Personal leaves may also be taken the day before or after a school holiday for the following specific reasons:
 - 3.4.1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 - 4.2. To attend the following types of events:



4.2.1. Wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.

~~Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.~~

3.1.1.4.2.2. Graduations of near relatives as defined in "3.2" above.

3.1.2.4.2.3. Required court appearances,

3.1.3.4.2.4. Deaths not covered by Bereavement Policy.

3.2.4.3. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.

4.5. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:

4.1.5.1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay a fee of \$110.00 the equivalent of a long-term substitute and apply for the leave at least five (5) working days in advance, except as follows:

4.1.1.5.1.1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.

4.1.2.5.1.2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.

4.1.3.5.1.3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay a fee of \$110.00 the cost of a long-term substitute teacher. Written notification will be sent to all applicants within two working days.

4.1.4.5.1.4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.

4.1.5.5.1.5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.

4.1.6.5.1.6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay a fee of \$110.00 the cost of a long-term substitute.



- ~~5.6.~~ Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
- ~~5.1.6.1.~~ To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 - ~~5.2.6.2.~~ To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control, e.g., required court attendance, child's graduation, etc.
- ~~6.7.~~ Personal leave days may not be taken during the preparation or professional development ~~four (4)~~ days prior to the first day of school, but may, through collaboration with the principal/director, ~~arrange to~~ exchange one of these days for another non-contract day other non-contract hours.
- ~~7.8.~~ Personal leave days may not be used during parent/teacher conferences, except in unusual circumstances with supervisor approval.
- ~~8.9.~~ Personal leave days may not be used on make-up days as the result of employee job action.

ADMIN-REG:
410.4-5

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-5: (Personal Leave-Non-Paid)

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. ~~Should in the event that~~ an employee has a ~~serious or~~ compelling need for non-paid personal leave, a request may must be made in writing to their immediate supervisor for notice and the ~~Department of~~ Human Resources Department for approval. The request must clearly state the reason that non-paid personal leave is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
3. ~~Non-paid personal leave~~ granted under this policy regulation shall be without pay.
4. Benefit eligible employees shall not be granted more than fifteen (15) days non-paid personal leave in any three-year period.
5. An employee whose request for non-paid personal leave is denied, or who knowingly fails to request non-paid personal leave, and who chooses to be absent himself/herself from ~~their his/her~~ assignment despite the denial shall be deemed to be have abandoned their position and voluntarily resigned his/her-their employment with the District.
6. This leave does not negate the other official leave provisions of the Board.



7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher ~~would~~ receive up to fifteen (15) half days in a three-year period.

ADMIN-REG:
410.4-6

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-6: (Sick Leave)

1. Sick leave is authorized for benefit eligible licensed ~~employees, personnel~~.

Definitions:

1. Family Sick Leave: Allocated on a yearly basis as outlined in Exhibit 1. This leave may be used for the employee's health care needs or the health care needs of the immediate family members.
2. Sick Leave: Any Family Sick Leave not used by the end of the school year becomes accrued Sick Leave accessible to the employee to use for their own health care needs in future school years.
- 1.3. Immediate Family: Immediate family is defined ~~As~~ spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the approved sick leave regulations.

- ~~1. Until June 30, 2007, licensed employees with a continuous service date prior to July 1, 1977, shall be allowed unlimited sick leave not to exceed 180 days per contract year for 9-month licensed employees, 220 days for 11-month licensed employees, and 240 days for 12-month licensed employees.~~
- 2.1. Licensed employees with a continuous service ~~date on or after July 1, 1977~~, shall be ~~allocated~~ allowed sick leave in accordance with the following schedule: **(See, EXHIBIT-1).**
- 3.2. **Calculating Sick Leave Allowances**
 - 3.1.2.1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year



would be eligible to receive 50 percent ~~of the allocated days, or 5 days of the 10-day annual sick leave allowance.~~)

~~3.2.2.2.~~ When calculating ~~S~~sick ~~L~~leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.

~~4.~~ **Sick Leave Benefits During Approved Absences**

~~4.1.~~ Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should a licensed employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.

~~4.2.~~ Licensed employees returning from authorized leaves shall receive sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

~~5.3.~~ **Use of Sick Leave for Critical Family Care**

A maximum of twelve (12) days of ~~S~~sick ~~L~~leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.

~~5.1.3.1.~~ Use of ~~S~~sick ~~L~~leave for ~~C~~ritical ~~F~~amily ~~C~~are ~~i~~llness must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.

~~5.2.3.2.~~ Licensed employees may not ~~access~~ ~~apply~~ for ~~C~~ritical ~~F~~amily ~~C~~are ~~i~~llness ~~days~~ ~~benefits~~ until two (2) personal leave days, all vacation leave (if applicable), and all ~~F~~amily ~~L~~leave ~~days~~ ~~benefits~~ are used. Licensed employees will be allowed to use up to five (5) personal leave days, but may not use more than five (5) ~~accumulated~~ personal leave days in any contract year as set forth in this policy ~~section 410.4-4.~~

~~5.3.3.3.~~ In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.

~~5.3.1.3.3.1.~~ If circumstances warrant it, the Sick Leave Review Board may authorize ~~up to three (3)~~ additional ~~Critical Family Care~~ days equal to the number of unused ~~Family Sick Leave family days~~ available at the beginning of the critical illness. ~~(A maximum of 3.)~~

~~5.3.2.~~ Licensed employees who have exhausted two personal leave days, and ~~the initial twelve (12) days of Critical Family Care days, family leave benefits,~~ but who must continue to deal with a critically ill family ~~member care~~ (as defined ~~in item 5~~ above) may apply to the Sick Leave Review Board for additional days. One additional



Critical Family Care day may be granted for each year of service in the District up to a maximum of fifteen (15) days. ~~If additional days are granted, only the cost of a long-term substitute shall be deducted from the licensed employee's pay.~~

~~5.3.3. For those licensed employees hired prior to July 1, 1977, the Sick Leave Review Board may allow the use of sick leave days for a critical family care (as defined in item 5 above). One additional day may be granted for each year of service in the District up to a maximum of 12 days. If additional days are granted, only the cost of a long-term substitute will be deducted from the licensed employee's pay. This will remain in effect until June 30, 2007.~~

6.4. Converting Sick Leave for Adoption.

~~6.1.4.1. A licensed employee who adopts a child may~~must apply to convert up to ~~thirty (30)~~15 accrued ~~Sick L~~leave days for ~~A~~adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of ~~thirty (30)~~fifteen (15) days of converted ~~Sick L~~leave for ~~a~~Adoption at the time of ~~actual~~physical custody of the child.

~~6.2. Licensed employees, who have exhausted two personal leave days, and family leave benefits, may apply to the Sick Leave Review Board for additional days. One additional day may be granted for each year of service in the District up to a maximum of fifteen (15) days. If additional days are granted, only the cost of a long-term substitute shall be deducted from the licensed employee's pay.~~

~~6.3.4.2. Any additional leave must fall under the regulations of Policy—400.26—Family Medical Leave Act.~~

~~6.4. Part-time licensed employees (half-time or more) may be granted up to a total of twelve (12) weeks leave (paid and non-paid, including any off track time to continue to care for an adopted infant.~~

~~6.4.1. During the leave period, the District shall continue to pay its portion of the licensed employee's group health insurance premium. An employee on leave must continue to pay his/her portion of the health insurance premium in order to keep coverage in effect.~~

~~6.4.2. A licensed employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the leave. A licensed employee will not lose any seniority or employment benefits that accrued before the date the leave began.~~

~~If a licensed employee fails to return to work after the leave has ended, the District may recover the health insurance premium paid by the District on the employee's behalf.~~



ADMIN-REG:
410.4-7

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-7: (Licensed Employee-Funded Sick Bank)

1. Licensed Employee Establishment of Sick Leave Bank and Eligibility.

1.1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.

1.1.1.2. In order to be eligible to participate in the sick bank a licensed employee must voluntarily donate annually one day annually of accumulated-allocated Family Sick Leave to the Sick Leave Bank. Employees wishing to opt out of participation in the Sick Leave Bank must annually complete the appropriate form no later than September 1 of each school year.

1.2. Licensed employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank Leave.

2. Establishment of Sick Bank Leave.

2.1. Each year, all participating licensed employees in the accumulated sick leave program will donate one (1) sick leave day, unless the employee has opted out, to be placed in the sick bank.

3.2. Use of Sick Leave Bank Leave

3.2.1. Sick Leave Bank Leave is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.

3.2.2. Medically documented intermittent leave for long-term illness may be approved.

3.2.3. Days from the Sick Leave Bank shall be granted to eligible licensed employees only after all accrued Sick Leave, Family Sick Leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the Sick Leave Bank are encouraged to apply to the Sick Leave Bank when they have more than 15 days (10-15) of accrued Sick Leave left to help avoid the deduction of costs a \$110.00 fee per day associated with long-term substitutes.

3.2.4. Licensed employees will be required to sign a release of medical information when making application to the Sick Leave Bank. Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.

3.2.5. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of days of Sick Leave Bank days which a licensed employee qualifies to receive and any pay loss to be



sustained (see Exhibits 2 and 3). (Years of service shall be computed in accordance with established guidelines ~~for salary step movement.~~)

~~3.6. Licensed employees who have been offered a temporary transitional duty assignment due to a work related injury, who refuse the temporary transitional duty assignment, will no longer be eligible for Sick Bank Leave.~~

ADMINISTRATIVE REGULATION (Sick Bank Leave Allowances)

1. Sick Bank Leave Allowances

1.1. First Year Licensed Employees

1.1.1. First year licensed employees shall be allowed up to 10 ~~S~~sick ~~L~~Leave ~~B~~Bank days.

1.1.2. ~~A fee of \$110.00~~ ~~The cost of a long-term substitute~~ shall be deducted from the first two days of ~~S~~sick ~~L~~Leave ~~B~~Bank ~~used.~~

1.2. Second Year Employees

1.2.1. Second Year Employees shall be allowed up to 10 ~~S~~sick ~~L~~Leave ~~B~~Bank days at full pay according ~~to the following schedule: (See, EXHIBIT 2.)~~

1.2.2. After all ~~S~~sick ~~L~~Leave ~~B~~Bank days allowed according to the schedule listed under item (1.2.1) are used, second year employees may be granted up to 10 additional ~~S~~sick ~~L~~Leave ~~B~~Bank days if circumstances warrant it. ~~The cost of a long-term substitute~~ ~~A fee of \$110.00~~ shall be deducted for each additional day used under this option.

1.2.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant second year employees up to 20 additional days of ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ after all ~~other~~ ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ days provided under items (1.2.1 and 1.2.2) are exhausted. ~~The cost of a long-term substitute~~ ~~A fee of \$110.00~~ shall be deducted for each additional day used under this option.

1.3. Third Year Licensed Employees

1.3.1. Third year licensed employees shall be allowed up to 40 ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ days at full pay according to ~~the following schedule: (See, EXHIBIT 3).~~

1.3.2. After all ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ days allowed according to the schedule listed under item (1.3.1) are used, third year licensed employees may be granted up to 40 additional ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ days if circumstances warrant it. ~~The cost of a long-term substitute~~ ~~A fee of \$110.00~~ shall be deducted for each additional day used under this option.

1.3.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant third year licensed employees sufficient ~~S~~sick ~~L~~Leave ~~B~~Bank ~~leave~~ days to cover their transition to long-term



disability after all ~~other of the S~~sick ~~Leave B~~bank ~~leave~~ days provided under items (1.3.1) and (1.3.2) are exhausted. ~~The cost of a long-term substitute~~A fee of \$110.00 shall be deducted for each additional day used under this option.

- 1.4. Licensed employees with four or more years of service shall be allowed up to 120 days from the ~~S~~sick ~~Leave B~~bank at full pay less ~~the cost of the substitute a fee of \$110.00~~ for each day the licensed employee falls below 15 days of accumulated ~~S~~sick ~~L~~leave at the beginning of the ~~long-term absence school year~~. (A ~~fee of \$110.00 maximum of 15 days long-term substitute costs~~ will be deducted ~~for a maximum of 15 days~~.)

2. Sick Bank Leave Limitations

- 2.1. Prior to granting ~~s~~Sick ~~b~~Bank ~~leave~~ days, a licensed employee shall agree in writing to repay compensation ~~received at his/her daily rate of pay~~ for ~~S~~sick ~~Leave B~~Bank ~~leave~~ days used ~~or granted~~ if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
- 2.2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- 2.3. A second opinion may be required with any costs not covered by insurance borne by the District.
- 2.4. When a licensed employee requests ~~S~~sick ~~Leave B~~bank ~~leave~~ days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before ~~S~~sick ~~Leave B~~bank days are granted. Use of ~~S~~sick ~~Leave B~~bank ~~leave~~ days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.
- 2.5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave Review Board is provided.

ADMINISTRATIVE REGULATION: (Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence).

1. Sick Leave Review Board

- 1.1. A Sick Leave Review Board shall be organized to review issues related to ~~S~~sick ~~Leave B~~bank usage and cases of ~~suspected~~ sick leave abuse.



- 1.2. The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the licensed employee agent.
2. **Abuse of Sick Leave**
 - 2.1. Administrators shall periodically review ~~S~~sick ~~L~~leave usage.
 - 2.2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.
 - 2.3. If it is determined that an abuse of ~~s~~Sick ~~L~~leave has occurred, ~~shall be reclaimed from the licensed employee.~~
 - 2.3.1. The ~~s~~Sick ~~L~~leave ~~days benefits~~ which were paid inappropriately shall be reclaimed from the licensed employee.
 - 2.3.2. The licensed employee ~~shall~~ may be suspended for up to five (5) days without pay during the next pay period.
 - 2.3.3. A reprimand shall be entered in the licensed employee's personnel file.
 - 2.4. A second proven abuse of ~~S~~sick ~~L~~leave may result in immediate termination.
3. **Payment for Sick Leave**
 - 3.1. In order to receive full pay for work missed due to illness or injury, licensed employees shall complete an absence ~~form request, through the District's online attendance website,~~ which is approved by the immediate supervisor and submitted to the Payroll Department for processing.
 - 3.2. Licensed employees may be required to verify the nature and duration of an illness or injury with a doctor's ~~certificate verification.~~
4. **Notification of Absence**
 - 4.1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
 - 4.2. ~~If a substitute must be hired, the~~ licensed employees shall request leave through the District's online attendance website as soon as they know that they will be absent from work, so a substitute may be arranged, if needed, see that the Human Resources Department is notified no later than 6:30 a.m. on the day of the absence.

REFERENCES

None

EXHIBITS

EXHIBIT 1

EXHIBIT 2

EXHIBIT 3



FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.

DRAFT



POLICY—410.4—EMPLOYEE LEAVE (LICENSED)

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|--|--------------------------------|------------------------------------|
| | <i>DISTRICT CODE:</i> 410.4 | <i>ADOPTED:</i> 5.16.2017 (NEG) |
| | <i>RESCINDS:</i> | <i>ADOPTED:</i> |

BOARD POLICY

1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:
 - 1.1. alternative leave;
 - 1.2. bereavement leave;
 - 1.3. educational leave;
 - 1.4. personal leave paid;
 - 1.5. personal leave non-paid;
 - 1.6. sick leave; and
 - 1.7. employee-funded sick bank.

2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

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| | <i>ADMIN-REG:</i> 410.4-1 | <i>APPROVED:</i> 5.16.17 |
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POLICY 410.4—EMPLOYEE LEAVE (LICENSED)

ADMINISTRATIVE REGULATION—410.4-1: (Alternative Leave)

Eligible licensed employees shall receive an alternative leave day each year.

Alternative leave shall be administered according to the following regulations:

1. Each eligible licensed employee shall be allowed one (1) day of alternative leave per year.
2. Employees taking alternative leave shall be required to pay the cost of a long-term substitute.
3. Alternative leave is non-accumulative.
4. Employees shall give at least one day's notice of the intent to take alternative leave.
5. Alternative leave may not be used during parent/teacher conferences, on a contract day prior to the first day of school, or during the first five (5) or last five (5) days of the school year.



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| | ADMIN-REG: 410.4-2 | APPROVED: 5.16.17 |
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ADMINISTRATIVE REGULATION—410.4-2: (Bereavement Leave)

Employees who qualify for paid leave benefits receive released time with pay for bereavement in the case of the death of a family member.

1. Employees who qualify for paid leave benefits shall be granted, for funeral and related issues, up to eight (8) days absence without pay deduction in the event of the death of a spouse, parent/step-parent, or child and any other child who is being or was parented by the employee and resides or resided in the home .
2. Employees shall be granted, for funeral and related issues, up to three (3) days of absence without pay deduction in the event of the death of the employee’s spouse’s parent/step-parents or the employee’s or spouse’s grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, or other person residing in the employee’s home.
3. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
4. If the death of an employee's parent/step-parent results in the loss of the only remaining parent, up to three additional (3) days may be taken to attend to estate issues. The additional days must be taken within one (1) calendar year of the parent's death.
5. Bereavement Leave is provided only for the death of individuals listed under items 1. and 2. Employees who need to miss work because of the death of an individual not covered in this policy should refer to the other leave provisions of this policy.

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| | ADMIN-REG: 410.4-3 | APPROVED: 5.16.17 |
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ADMINISTRATIVE REGULATION—410.4-3: (Educational Leave)

1. Definition: Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program.
 - 1.1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.

- 1.2. There shall be no compensation for this leave.
- 1.3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium.
- 1.4. The granting of educational leave shall not compel the employee to return to the District.
2. **Qualifications**: Educational leave may be granted to full-time employees who have been employed by the Canyons School District for a minimum of three (3) consecutive years.
3. **Application and Approval**: An application for educational leave shall be filed with the Human Resources Department by February 1 for the following school year. Applicants will be notified of approval or denial by March 1.
 - 3.1. A detailed outline of studies must be submitted with the application indicating a direct and identifiable benefit to the District. This outline must show the candidate will be engaged in a full-time academic or training program.
 - 3.2. The application must contain a written recommendation from the applicant's immediate supervisor.
 - 3.3. Each request for educational leave shall be reviewed on an individual basis. Educational leave is based on needs and circumstances of the District and not solely on the merits of an applicant. For this reason, individual requests for educational leave may or may not create a precedent or standard for other requests. As a result, an approval or denial for educational leave is not cause for filing a formal or informal grievance.
4. **Progress Report**: Employees on educational leave must submit a progress report to the LPIC by February 15 of the year for which the leave is granted.
 - 4.1. The progress report is to include the date the employee intends to return to full-time status and/or a request for a one-year extension if needed. Following review by the LPIC, the report will be forwarded to the Human Resources Department for staffing purposes.
5. **Evidence of Completion**: It is the responsibility of the employee to submit evidence of successful completion of his/her approved program to LPIC by August 1. Evidence may include: transcripts, outlines of studies, reports, etc.
6. **Return to Employment**: A candidate returning from successful completion of educational leave shall be guaranteed a comparable position in the District for which they are qualified.
 - 6.1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 - 6.2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 - 6.3. Educational leave shall not be considered a break in continuous service.
7. **Extenuating Circumstances**: An employee may return to employment as indicated in Return to Employment, Section 6 above, if the employee is unable to successfully complete the approved educational leave program for the following extenuating circumstances:



- 7.1. maternity or adoption of a child;
 - 7.2. military service;
 - 7.3. illness;
 - 7.4. or other reason deemed appropriate by the LPIC.
8. **Employment Separation:** An employee who does not complete the approved educational leave, with the exception of Extenuating Circumstances as listed in Section 7, shall be deemed to have abandoned their position and voluntarily resigned from the District. The individual may reapply for open positions.

ADMIN-REG:
410.4-4

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-4: (Personal Leave - Paid)

Employees are encouraged to avoid absenteeism.

- 1. Each eligible licensed employee of the district shall be given at least three (3) days per year personal leave at no cost to the employee (See, Exhibit—TBD).
 - 1.1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 - 1.2. Employees who work a 196 or a 206-day contract will have days prorated according to the length of their contract. Employees who work a 242-day contract receive vacation leave in lieu of prorated personal leave.
 - 1.3. Each employee may accumulate unused personal leave. An employee may not use more than five (5) personal leave days in any contract year.
- 2. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- 3. Personal leave may be taken the day before or after a school holiday for licensed employees who work a 196 or 206-day contract.
- 4. Personal leaves may also be taken the day before or after a school holiday for the following specific reasons:
 - 4.1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 - 4.2. To attend the following types of events:
 - 4.2.1. Wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 - 4.2.2. Graduations of near relatives as defined in "3.2" above.
 - 4.2.3. Required court appearances,



- 4.2.4. Deaths not covered by Bereavement Policy.
- 4.3. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
5. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
- 5.1. Licensed employees who request a personal leave day on the day before or after a school holiday shall be required to pay a fee of \$110.00 and apply for the leave at least five (5) working days in advance, except as follows:
- 5.1.1. A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day for each 100 employees.
- 5.1.2. The request must be submitted to the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
- 5.1.3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay a fee of \$110.00 . Written notification will be sent to all applicants within two working days.
- 5.1.4. Employees who have not submitted a request prior to the deadline will not be eligible to receive a full-pay personal leave day.
- 5.1.5. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
- 5.1.6. Licensed employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay a fee of \$110.00 the cost of a long-term substitute.
6. Personal leave shall not be taken during the first five (5) days and last five (5) days that students are in school or during contract days when students are not present at the school, except under the following conditions:
- 6.1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
- 6.2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control, e.g., required court attendance, child's graduation, etc
7. Personal leave days may not be taken during the preparation or professional development days prior to the first day of school, but may, through collaboration with the principal/director, exchange one of these days for other non-contract hours.
8. Personal leave days may not be used during parent/teacher conferences, except in unusual circumstances with supervisor approval.



9. Personal leave days may not be used on make-up days as the result of employee job action.

ADMIN-REG:
410.4-5

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-5: (Personal Leave-Non-Paid)

1. Employees shall be discouraged from requesting non-paid personal leave during the school year.
2. Should an employee have a compelling need for non-paid personal leave, a request must be made in writing to their immediate supervisor for notice and the Human Resources Department for approval. The request must clearly state the reason that non-paid personal leave is necessary. After due consideration, the request shall either be granted or denied. Notification will be provided to the employee in writing.
3. Leave granted under this regulation shall be without pay.
4. Benefit eligible employees shall not be granted more than fifteen (15) days non-paid personal leave in any three-year period.
5. An employee whose request for non-paid personal leave is denied, or who knowingly fails to request non-paid personal leave, and who chooses to be absent from their assignment despite the denial shall be deemed to be have abandoned their position and voluntarily resigned their employment with the District.
6. This leave does not negate the other official leave provisions of the Board.
7. Non-paid personal leave for benefit eligible job share and part-time employees shall be prorated according to the percentage of a full-time contract: e.g., a half-time teacher could receive up to fifteen (15) half days in a three-year period.

ADMIN-REG:
410.4-6

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-6: (Sick Leave)

1. Sick leave is authorized for benefit eligible licensed employees.

Definitions:

1. **Family Sick Leave:** Allocated on a yearly basis as outlined in Exhibit 1. This leave may be used for the employee's health care needs or the health care needs of the immediate family members.
2. **Sick Leave:** Any Family Sick Leave not used by the end of the school year becomes accrued Sick Leave accessible to the employee to use for their own health care needs in future school years.
3. **Immediate Family:** i A spouse, daughter, son, father, mother, brother, sister, or other person residing in the licensed employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.

The sick leave policy shall be administered according to the approved sick leave regulations.

1. Licensed employees with continuous service, shall be allocated sick leave in accordance with the following schedule: **(See, EXHIBIT-1).**
2. **Calculating Sick Leave Allowances**
 - 2.1. Licensed employees hired after a contract year has started shall receive sick leave benefits on a prorated basis for the remainder of that year. (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent of the allocated days.)
 - 2.2. When calculating Sick Leave allowances in subsequent years, licensed employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.
3. **Use of Sick Leave for Critical Family Care**

A maximum of twelve (12) days of Sick Leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.

 - 3.1. Use of Sick Leave for Critical Family Care must be authorized by the Sick Leave Review Board. The licensed employee must submit his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department.
 - 3.2. Licensed employees may not access Critical Family Care days until two (2) personal leave days, all vacation leave (if applicable), and all Family Leave days are used. Licensed employees will be allowed to use up to five (5)



personal leave days, but may not use more than five (5) personal leave days in any contract year as set forth in this policy section 410.4-4.

3.3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.

3.3.1. If circumstances warrant it, the Sick Leave Review Board may authorize up to three (3) additional Critical Family Care days equal to the number of unused Family Sick Leave available at the beginning of the critical illness.

Licensed employees who have exhausted two personal leave days, and the initial twelve (12) days of Critical Family Care days, but who must continue to deal with a critically ill family member (as defined above) may apply to the Sick Leave Review Board for additional days. One additional Critical Family Care day may be granted for each year of service in the District up to a maximum of fifteen (15) days.

4. Converting Sick Leave for Adoption.

4.1. A licensed employee who adopts a child may apply to convert up to thirty (30) accrued Sick Leave days for Adoption leave by submitting his/her request in writing to the Sick Leave Review Board using the form available in the Human Resources Department. Licensed employees may use up to a maximum of thirty (30) days of converted Sick Leave for Adoption at the time of physical custody of the child.

4.2. Any additional leave must fall under the regulations of Policy—400.26—Family Medical Leave Act.

ADMIN-REG:
410.4-7

APPROVED:
5.16.17

ADMINISTRATIVE REGULATION—410.4-7: (Licensed Employee-Funded Sick Bank)

1. Establishment of Sick Leave Bank and Eligibility.

1.1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.

1.2. To be eligible to participate in the sick bank a licensed employee must voluntarily donate annually one day of allocated Family Sick Leave to the Sick Leave Bank. Employees wishing to opt out of participation in the Sick Leave Bank must annually complete the appropriate form no later than September 1 of each school year.

2. Use of Sick Leave Bank

2.1. Sick Leave Bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.



- 2.2. Medically documented intermittent leave for long-term illness may be approved.
- 2.3. Days from the Sick Leave Bank shall be granted to eligible licensed employees only after all accrued Sick Leave, Family Sick Leave, all vacation leave (if applicable), and two (2) personal leave days have been used. However, employees who have health or medical situations that likely will necessitate use of the Sick Leave Bank are encouraged to apply to the Sick Leave Bank when they have more than 15 days¹ of accrued Sick Leave left to avoid the deduction of a \$110.00 fee per day.
- 2.4. Licensed employees will be required to sign a release of medical information when making application to the Sick Leave Bank. Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.
- 2.5. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of days of Sick Leave Bank which a licensed employee qualifies to receive and any pay loss to be sustained (see Exhibits 2 and, 3). (Years of service shall be computed in accordance with established guidelines.)

ADMINISTRATIVE REGULATION (Sick Bank Leave Allowances)

1. Sick Bank Leave Allowances

- 1.1. First Year Licensed Employees
 - 1.1.1. First year licensed employees shall be allowed up to 10 Sick Leave Bank days.
 - 1.1.2. A fee of \$110.00 shall be deducted from the first two days of Sick Leave Bank used.
- 1.2. Second Year Employees
 - 1.2.1. Second Year Employees shall be allowed up to 10 Sick Leave Bank days at full pay according to **EXHIBIT 2**.
 - 1.2.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.2.1) are used, second year employees may be granted up to 10 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
 - 1.2.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant second year employees up to 20 additional days of Sick Leave Bank after all other Sick Leave Bank days provided under items (1.2.1 and 1.2.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.3. Third Year Licensed Employees
 - 1.3.1. Third year licensed employees shall be allowed up to 40 Sick Leave Bank days at full pay according to **EXHIBIT 3**).



- 1.3.2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.3.1) are used, third year licensed employees may be granted up to 40 additional Sick Leave Bank days if circumstances warrant it. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.3.3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant third year licensed employees sufficient Sick Leave Bank days to cover their transition to long-term disability after all other Sick Leave Bank days provided under items (1.3.1) and (1.3.2) are exhausted. A fee of \$110.00 shall be deducted for each additional day used under this option.
- 1.4. Licensed employees with four or more years of service shall be allowed up to 120 days from the Sick Leave Bank at full pay less a fee of \$110.00 for each day the licensed employee falls below 15 days of accumulated Sick Leave at the beginning of the school year. (A fee of \$110.00 will be deducted for a maximum of 15 days.)

2. Sick Bank Leave Limitations

- 2.1. Prior to granting Sick Leave Bank days, a licensed employee shall agree in writing to repay compensation received for Sick Leave Bank days used if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
- 2.2. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
- 2.3. A second opinion may be required with any costs not covered by insurance borne by the District.
- 2.4. When a licensed employee requests Sick Leave Bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before Sick Leave Bank days are granted. Use of Sick Leave Bank leave days shall be limited to 120 days within a 48-month period. The licensed employee will also be required to meet all other qualifying criteria.
- 2.5. Under catastrophic conditions, licensed employees may appeal to the Sick Leave Review Board for a waiver of pay loss provisions. The committee shall review the licensed employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Leave Review Board is provided.

ADMINISTRATIVE REGULATION: (Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence).

1. Sick Leave Review Board

- 1.1. A Sick Leave Review Board shall be organized to review issues related to Sick Leave Bank usage and cases of suspected sick leave abuse.
- 1.2. The Sick Leave Review Board shall be composed of one administrator appointed by the superintendent and two members appointed by the president of the licensed employee agent.

2. Abuse of Sick Leave

- 2.1. Administrators shall periodically review Sick Leave usage.
- 2.2. If an abuse of sick leave is suspected, the administrator shall confer with the licensed employee and, if necessary, ask the Sick Leave Review Board to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Board.
- 2.3. If it is determined that an abuse of Sick Leave has occurred:
 - 2.3.1. The Sick Leave days which were paid inappropriately shall be reclaimed from the licensed employee.
 - 2.3.2. The licensed employee may be suspended for up to five (5) days without pay during the next pay period.
 - 2.3.3. A reprimand shall be entered in the licensed employee's personnel file.
- 2.4. A second proven abuse of Sick Leave may result in immediate termination.

3. Payment for Sick Leave

- 3.1. In order to receive full pay for work missed due to illness or injury, licensed employees shall complete an absence request, through the District's online attendance website, which is approved by the immediate supervisor and submitted to the Payroll Department for processing.
- 3.2. Licensed employees may be required to verify the nature and duration of an illness or injury with a doctor's verification.

4. Notification of Absence

- 4.1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
- 4.2. Licensed employees shall request leave through the District's online attendance website as soon as they know that they will be absent from work, so a substitute may be arranged, if needed.

REFERENCES

None

EXHIBITS

EXHIBIT 1
EXHIBIT 2
EXHIBIT 3



FORMS

None

CANYONS BOARD OF EDUCATION

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.

DRAFT



Leave Allocations & Clarification

(Licensed)

Leave Allocations

| | | | | |
|--------------------|----------|----------|----------|----------|
| | 188 | 196 | 206 | 242 |
| Alternative Leave | 1 | 1 | 1 | 1 |
| Personal Leave | 3 | 3.125 | 3.25 | 3 |
| Family Sick Leave* | | | | |
| Years 1 - 5 | 9 | 9.375 | 9.875 | 9 |
| Years 6 - 10 | 10 | 10.375 | 11 | 10 |
| Years 11 - 15 | 11 | 11.5 | 12 | 11 |
| Years 16+ | 12 | 12.5 | 13.125 | 12 |
| Sick Leave^ | ^Accrued | ^Accrued | ^Accrued | ^Accrued |
| Vacation Leave | n/a | n/a | n/a | 20 |

Maximum Accumulations:

| | | | | |
|----------------|--------|--------|--------|--------|
| Personal Leave | No Max | No Max | No Max | No Max |
| Sick Leave^ | 180 | 200 | 220 | 240 |
| Vacation | n/a | n/a | n/a | 30 |

Clarification

* Employees may use Family Sick Leave to attend to their own health care needs or the health care needs of immediate family members.

^ Any unused Family Sick Leave will be converted to accrued Sick Leave at the end of each contract year.

^ Employees may use accrued Sick Leave to attend to their own health care needs OR the health care needs of immediate family members as allowed under Use of Sick Leave for Critical Family Care section five (5).

The number of leave days allocated to an employee is determined by the employee's hire date and the number of days remaining in the contract. The use of leave is prorated based upon the employee's FTE and the number of days the employee works in a given week, e.g.:

- Licensed employees (.5 to 1.0 FTE) working every day request 1.0 per absence
- Part-time SLPs (.75 FTE) working four days per week request 1.25 per absence
- Part-time educators (.5 FTE) working every other day request 2.0 per absence
- Part-time educators (.5 FTE) working every day request 1.0 per absence

Employees on 188 day contracts must take leave in .5 increments

Employees on 196, 206, or 242 day contracts may take leave in .125 increments