



**Canyons Education Association
Canyons School District
2025-2026**



Canyons Education Association Negotiations Team

Rebecca Allen	Teacher – Albion Middle School
Mitchell Atencio	Teacher – Corner Canyon High
Julie Beane	Teacher - Jordan High
Natalie Day	Teacher - Quail Hollow Elementary
Kathy Smith	Teacher - Altara Elementary
Valerie Morton	Jordan Canyons UniServ

Canyons School District Board of Education Negotiations Team

Dr. Rick Robins	Superintendent
Stephen Dimond	Human Resources Director
Charles Evans	Director of External Affairs
Daniel Harper	Director of Legal Services
McKay Robinson	Assistant Superintendent
Leon Wilcox	Business Administrator

Canyons School District Board of Education

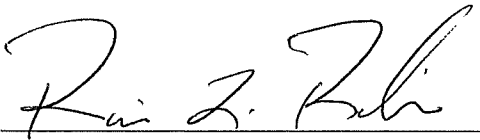
Amber Shill	District 2 - President
Andrew Edtl	District 4 – Vice President
Amanda Oaks	District 6 – Vice President
Jackson Lewis	District 1
Katie Dahle	District 3
Karen Pederson	District 5
Holly Neibaur	District 7

**Proposed Ground Rules
2025-2026**

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

1. The parties will schedule bargaining sessions on a regular basis as long as good-faith negotiations are continuing; however, these sessions will not extend beyond May 7, 2025.
2. The District will pay the cost of substitute teachers during negotiations.
3. Prior to the first meeting, arrangements for locations of future sessions will mutually be agreed upon by the Canyons Education Association and Canyons School District.

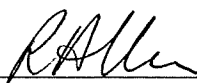
4. When the District and Canyons Education Association reach consensus on issues, they shall be written and signed by both parties as tentative agreements.
5. All agreements, if any, reached during negotiations shall be considered tentative until final agreement has been reached on the entire package. Tentative agreements will be signed and dated.
6. The complete negotiations package must be ratified by the Canyons Education Association membership and formally approved by the Board of Education by May 7, 2025 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. Canyons Education Association and the Board of Education will regularly communicate with their membership regarding the negotiations process. When an agreement is reached, the provisions of the agreements will be released in separate but simultaneous communications by Canyons Education Association and the Board (i.e., Canyons Education Association to members of Canyons Education Association and the Board of Education to all licensed employees).
Any public release of information during negotiations will be done jointly.
8. All efforts will be made to bargain in good faith.
9. Minutes may 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.
11. If any member of either negotiations team is unable to attend in-person, the individual may participate virtually, i.e., via Zoom or by phone, provided they do not record any portion of the negotiations meeting.



For Canyons School District

4/16/25

Date



For Canyons Education Association

4/16/25

Date

Financial Compensation



Negotiations - Licensed

Financial Compensation
(Contract Year 2025-26)



Joint Proposal

Canyons School District Administration and the Canyons Education Association propose a Total Financial Compensation Increase of \$3,540:

- **ESA:** Increased from \$8,904 to \$10,350, i.e., an increase of \$1,446
- **TSSA:** Increased from \$1,020 to \$1,110, i.e., an increase of \$90
- **Increment Level Increase:** \$950
- **COLA:** 1.511% calculated on Increment Level 20, minus ESA and TSSA funds, i.e., \$1,054
- **Starting Salary:** \$64,200.

Rationale

Increasing the Cost-of-Living Adjustment (COLA) is essential for attracting new educators to the profession, as well as to the Canyons School District, while encouraging highly qualified career educators to remain in the profession and continue their valuable work within the District.

It is also believed that having educators living within the District boundaries is beneficial and helps build community strength. To keep pace with the cost of living within the Canyons School District boundaries, we believe a COLA is necessary.

Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date:

4/18/25

For Canyons School District



For Canyons Education Association



Inservice Rate is Increment Level 1

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
- ♦ Add one (1) Increment Level

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
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of \$10,350 and a Teacher and Student Success Act (TSSA) of \$1,110 are included as part of the Base Contract.
Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is \$950.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract.
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Hourly Rate
1	\$43.15
2	\$43.78
3	\$44.42
4	\$45.06
5	\$45.70
6	\$46.34
7	\$46.98
8	\$47.61
9	\$48.25
10	\$48.89
11	\$49.53
12	\$50.17
13	\$50.81
14	\$51.44
15	\$52.08
16	\$52.72
17	\$53.36
18	\$54.00
19	\$54.64
20	\$55.28
21	\$55.91
22	\$56.55
23	\$57.19
24	\$57.83
25	\$58.47
26	\$59.11
27	\$59.74
28	\$60.38
29	\$61.02
30	\$61.66
31	\$62.30
32	\$62.94
33	\$63.58
34	\$64.21
35	\$64.85
36	\$65.49
37	\$66.13
38	\$66.77
39	\$67.41
40	\$68.04



Licensed Salary Schedule-L186 (2025-2026)

August 11, 2025 - May 29, 2026

186 Days - Full Time 8 Hours Per Day

(16 hours of preparation time, outside of contracted days, are included in the base contract.)

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
- ♦ Add one (1) Increment Level

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
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of **\$10,350** and a Teacher and Student Success Act (TSSA) of **\$1,110** are included as part of the Base Contract.
Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is \$950.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract.
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$64,200
2	\$65,150
3	\$66,100
4	\$67,050
5	\$68,000
6	\$68,950
7	\$69,900
8	\$70,850
9	\$71,800
10	\$72,750
11	\$73,700
12	\$74,650
13	\$75,600
14	\$76,550
15	\$77,500
16	\$78,450
17	\$79,400
18	\$80,350
19	\$81,300
20	\$82,250
21	\$83,200
22	\$84,150
23	\$85,100
24	\$86,050
25	\$87,000
26	\$87,950
27	\$88,900
28	\$89,850
29	\$90,800
30	\$91,750
31	\$92,700
32	\$93,650
33	\$94,600
34	\$95,550
35	\$96,500
36	\$97,450
37	\$98,400
38	\$99,350
39	\$100,300
40	\$101,250

Note: Increment Levels continue beyond what is shown on the printed salary schedule.

Revised 2025.04.18



Licensed Salary Schedule-L196 (2025-2026)

July 31, 2025 - June 3, 2026

196 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
- ♦ Add one (1) Increment Level

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
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of **\$10,350** and a Teacher and Student Success Act (TSSA) of **\$1,110** are included as part of the Base Contract.
Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,001.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$67,035
2	\$68,037
3	\$69,038
4	\$70,039
5	\$71,040
6	\$72,041
7	\$73,042
8	\$74,043
9	\$75,044
10	\$76,045
11	\$77,046
12	\$78,047
13	\$79,048
14	\$80,049
15	\$81,051
16	\$82,052
17	\$83,053
18	\$84,054
19	\$85,055
20	\$86,056
21	\$87,057
22	\$88,058
23	\$89,059
24	\$90,060
25	\$91,061
26	\$92,062
27	\$93,063
28	\$94,065
29	\$95,066
30	\$96,067
31	\$97,068
32	\$98,069
33	\$99,070
34	\$100,071
35	\$101,072
36	\$102,073
37	\$103,074
38	\$104,075
39	\$105,076
40	\$106,077

Note: Increment Levels continue beyond what is shown on the printed salary schedule.

Revised 2025.04.18



Licensed Salary Schedule-L206 (2025-2026)

July 21, 2025 - June 8, 2026

206 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
- ♦ Add one (1) Increment Level

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
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of **\$10,350** and a Teacher and Student Success Act (TSSA) of **\$1,110** are included as part of the Base Contract.
Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,052.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$69,871
2	\$70,923
3	\$71,975
4	\$73,027
5	\$74,080
6	\$75,132
7	\$76,184
8	\$77,236
9	\$78,288
10	\$79,340
11	\$80,392
12	\$81,445
13	\$82,497
14	\$83,549
15	\$84,601
16	\$85,653
17	\$86,705
18	\$87,758
19	\$88,810
20	\$89,862
21	\$90,914
22	\$91,966
23	\$93,018
24	\$94,070
25	\$95,123
26	\$96,175
27	\$97,227
28	\$98,279
29	\$99,331
30	\$100,383
31	\$101,435
32	\$102,488
33	\$103,540
34	\$104,592
35	\$105,644
36	\$106,696
37	\$107,748
38	\$108,801
39	\$109,853
40	\$110,905

Note: Increment Levels continue beyond what is shown on the printed salary schedule.

Revised 2025.04.18



Licensed Salary Schedule-L242

(2025-2026)

July 1, 2025 - June 30, 2026

242 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
- ♦ Add one (1) Increment Level

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
Master's Degree	+6 Increment Levels
Doctorate Degree	+6 Increment Levels
- ♦ Identify semester hours awarded after July 1, 2017, not used for the degree(s) identified above, and which are relevant to education and/or the educator's assignment. Note: Educators with multiple degrees are also placed using the same/following criteria.

20 semester hours	+1 Increment Level
40 semester hours	+1 Increment Level
60 semester hours	+1 Increment Level
80 semester hours	+1 Increment Level

Example: A newly hired educator with a Master's Degree and +20 semester hours with four years of experience would be placed on Increment Level twelve (12), contingent upon verification of education and experience.

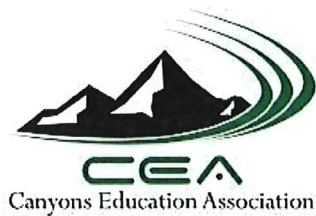
Salary Schedule Information

- ♦ An Educator Salary Adjustment (ESA) of **\$10,350** and a Teacher and Student Success Act (TSSA) of **\$1,110** are included as part of the Base Contract.
Thirty-two (32) additional hours of pay are available to CACTUS licensed employees for personal professional development at the educator's Hourly Rate. All are dependent upon continued legislative funding.
- ♦ Cost of Living Adjustment (COLA) is calculated on the mid-point of the **L186** salary schedule, Increment Level 20, minus ESA and TSSA funds. The dollar difference between Increment Levels is approximately \$1,134.
- ♦ The Base Contract is prorated based upon the number of days remaining in the contract
- ♦ Educators with current National Board Certification for teaching will be paid a stipend of \$2,000 in addition to their Base Contract. Other approved National Board Certifications will be paid a stipend of \$1,000.

Increment Levels	Base Contract
1	\$74,408
2	\$75,542
3	\$76,675
4	\$77,809
5	\$78,943
6	\$80,077
7	\$81,211
8	\$82,345
9	\$83,479
10	\$84,613
11	\$85,746
12	\$86,880
13	\$88,014
14	\$89,148
15	\$90,282
16	\$91,416
17	\$92,550
18	\$93,684
19	\$94,817
20	\$95,951
21	\$97,085
22	\$98,219
23	\$99,353
24	\$100,487
25	\$101,621
26	\$102,755
27	\$103,888
28	\$105,022
29	\$106,156
30	\$107,290
31	\$108,424
32	\$109,558
33	\$110,692
34	\$111,825
35	\$112,959
36	\$114,093
37	\$115,227
38	\$116,361
39	\$117,495
40	\$118,629

Note: Increment Levels continue beyond what is shown on the printed salary schedule.

Revised 2025.04.18



Negotiations
Contract Year 2025-2026

Proposal

Canyons Education Association proposes that Canyons School District funds the annual increment increase, advancing each employee by their earned increment level.

Rationale

Employees depend on the annual level increase at a bare minimum, in addition to regular COLAs. Educators count on this increase when budgeting year-to-year finances and retirement.

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



For Canyons School District



Date



For Canyons Education Association



Date



Negotiations
Contract Year 2025-2026

Proposal

Canyons Education Association proposes that Education Enhancements for continuing education be funded for the 2025-26 contract year.

Rationale

Canyons Education Association believes funding Education Enhancements is an inherent part of the salary schedule and should be funded every year. Continuing education for educators increases their skills and effectiveness in helping students be successful.

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

Rui Z. Roli

For Canyons School District

4/16/25

Date

R. Allen

For Canyons Education Association

4/16/25

Date

Benefits – Insurance.



Negotiations - Licensed

Insurance
(Contract Year 2025-26)



Joint Proposal

Canyons Education Association and Canyons School District Administration agree that the District will fund the insurance premium increase of 6.5%, which amounts to \$2,075,000, for the 2026 plan year. There will be no increase in employee premiums.

Effective January 1, 2026, deductibles for each plan will be increased.

Traditional Deductible Plan:

- **Single:** Increased from \$900 to \$1,200
- **Couple/Family:** Increased from \$2,700 to \$3,600

High Deductible Plan:

- **Single:** Increased from \$1,650 to \$2,000
- **Couple/Family:** Increased from \$3,300 to \$4,000

Rationale

Canyons Education Association and Canyons School District Administration understand that health care costs and usage of insurance plans have significantly increase. Should these increases continue, the Insurance Committee may revisit premium costs for the 2026 plan year. Both parties will confer over adjustments adopting a Memorandum of Understanding as required.

Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date:

4/18/25

For Canyons School District

For Canyons Education Association

Policy Changes



Negotiations - Licensed

Negotiated Policies
(Contract Year 2025-26)



Understanding

Pursuant to Utah H.B. 267, which was signed into law by Governor Cox on February 14, 2025, the negotiated policies outlined in District Policy 410.01 - Scope of Negotiations – Policies (Licensed) will cease to be recognized as negotiated policies effective June 30, 2025. However, these policies will still be maintained as District policies, with the exceptions of the following:

- District Policy 410.00 – Scope of Negotiations
- District Policy 410.01 – Scope of Negotiations – Policies (Licensed)

These two policies will be removed.

If the required verified signatures are obtained for a referendum vote regarding Utah H.B. 267 and Governor Cox places Utah H.B. 267 on hold, the current negotiated policies will remain negotiated for the 2025-26 school year.

Rationale

To be in compliance with the intent of Utah H.B. 267 while recognizing the probability of the required verified signatures being obtained to initiate a referendum vote regarding Utah H.B. 267 in the fall of 2026.

Tentative Understanding
Between
Canyons School District
&
Canyons Education Association

Date: 4/18/25

For Canyons School District



For Canyons Education Association





Negotiations - Licensed

District Policy 410.04 – Employee Leave (Licensed)
(Contract Year 2025-26)



Joint Proposal

Canyons School District Administration and the Canyons Education Association propose modifying District Policy 410.04 – Employee Leave (Licensed) to provide additional flexibility in the use of leave by moving one (1) day of allocated family sick leave to personal leave, for a total of six (6) personal leave days allocated per year, and increasing the number of allowable personal leave days used in a given school year from seven (7) days to eight (8) days of accrued personal leave.

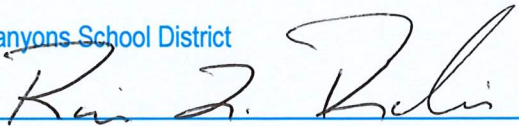
Rationale

During the 2023-24 and 2024-25 Superintendent's listening tours, some employees requested more flexibility in the use of allocated leave. Representatives from all employee groups met and discussed the issue on March 6, 2024. The groups agreed to expand personal leave by moving family sick leave to personal leave; however, some individuals expressed concerns about adequate substitute coverage, the possible impact on student learning, the need to keep guardrails in place, and the need to provide required services to students, staff, and patrons of the District daily.

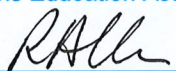
Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date:

For Canyons School District



For Canyons Education Association





Negotiations - Licensed

District Policy 410.04 – Employee Leave (Licensed)
(Contract Year 2025-26)



Joint Proposal

Canyons Education Association and Canyons School District Administration propose modifying District Policy 410.04 – Employee Leave (Licensed), Regulation 6 (5.1) to read:

“A limited number of full-pay personal leave days will be granted to licensed employees based on the following ratio, one personal day per 75 employees.; 410.04-6 (5.1)

Rationale

Substitute jobs are currently being filled at a higher rate than in recent years, possibly due to economic factors. The change from one personal day per 100 employees to one personal day per 75 employees will increase the number of additional available spaces from 18 to 24, for example, the need for six (6) additional substitutes.

This policy adjustment allows more employees to use their accrued leave more flexibly without overcorrecting the policy.

Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

Date:

For Canyons School District

For Canyons Education Association

Policy 410.04 – Employee Leave (Licensed)

POLICY NUMBER:

410.04

ADOPTED:

5.7.2024 (NEG)

Board Policy

1. It is the policy of the Board of Education to authorize the following leave benefits for licensed employees:
 1. alternative leave;
 2. bereavement leave;
 3. educational leave;
 4. maternity/parental leave;
 5. extended family sick leave;
 6. personal leave paid;
 7. personal leave non-paid;
 8. sick leave; and
 9. employee-funded sick bank.
2. The Board authorizes the Superintendent and District Administration to establish administrative regulations consistent with this policy.

ADMINISTRATIVE REGULATION:

410.04-1

APPROVED:

5.7.2024

Alternative Leave - 410.4-1

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 a fee of \$150.00.
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.

ADMINISTRATIVE REGULATION:

410.04-2

APPROVED:

5.7.2024

Bereavement Leave - 410.04-2

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 or the death of an employee's adult child with no adult heir/trustee to manage their estate, 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/adult child'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.

Educational Leave - 410.04-3

1. Definition: Educational leave is full-time study in a Licensed Professional Improvement Committee (LPIC) approved education program.
 1. Educational leave shall be granted for the ensuing contract year and shall not extend beyond two contract years.
 2. There shall be no compensation for this leave.
 3. The employee may arrange to continue his/her insurance program through the District. The employee shall pay for the full premium.
 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.
 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.
 2. The application must contain a written recommendation from the applicant's immediate supervisor.
 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.
 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.
 1. The employee shall advance on the salary schedule in the same manner as full-time employees based on the current negotiated agreement.
 2. The employee's leave accrued prior to educational leave shall be reinstated upon return.
 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:
 1. maternity or adoption of a child;
 2. military service;
 3. illness;
 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.

ADMINISTRATIVE REGULATION:

410.04-4

APPROVED:

5.7.2024

Maternity/Parental Leave - 410.04-4

Maternity Leave is to be used for the mother's recovery and begins at the birth of the child. Paid Maternity Leave is available only for contract work days listed on the employee's work calendar, e.g. L186, L196, L206, and L242 calendars.

1. Employees who qualify for paid leave benefits, and who donated to the Sick Leave Bank that school/contract year, qualify for up to six (6) consecutive

calendar weeks (30 days) of paid Maternity Leave for vaginal birth or up to eight (8) consecutive calendar weeks (40 days) of paid Maternity Leave for cesarean birth.

2. Other District leave options, both paid and unpaid, may also be used for additional leave for the mother's recovery; i.e. Family Sick, Sick, Sick Bank, Personal, Alternative, Vacation, Non-Paid Personal Leave, or FMLA Non-Paid Personal Leave.
 1. The American Medical Association's (AMA) standard recovery for the mother is six (6) calendar weeks for a traditional birth and eight (8) calendar weeks for a cesarean birth.
 2. Any additional leave used beyond the AMA standards must fall under the regulations of Policy 410.04-Employee Leave (Licensed) and/or Policy-400.26-Family Medical Leave.
3. Maternity Leave runs concurrently with FMLA.
4. Maternity Leave counts towards the overall Sick Bank Leave limitation of 120 days in a four-year period.
5. To access Maternity Leave:
 1. Licensed employees must have donated to the Sick Leave Bank that school/contract year.
 2. Licensed employees will be required to sign a release of medical information when making application for Maternity Leave. The Sick Leave Review Board members must sign a confidentiality agreement to protect licensed employees' medical information and confidentiality.
 3. Prior to granting Maternity Leave days, a licensed employee shall agree in writing to repay compensation received for Maternity Leave days used if the employee terminates employment with the District for other than medical reasons before completion of the current contract year.
 1. If the employee has submitted their resignation for the current contract year, the employee is ineligible for Maternity Leave.

Parental Leave

Parental Leave is to be used for the bonding/care of a child for a non-gestational parent, legally adopting a minor child, or if an employee is appointed the legal guardian of a minor child or incapacitated adult, and is available only for contract work days listed on the employee's work calendar, e.g. L186, L196, L206, and L242 calendars.

1. Employees who qualify for paid leave benefits, and who donated to the Sick Leave Bank that school/contract year, qualify for up to fifteen (15) consecutive calendar days of paid Parental Leave.
2. Benefit eligible employees shall receive up to fifteen (15) consecutive contract days of Parental Leave days, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible. A parent taking maternity leave is not eligible for Parental Leave.
3. Prior to granting Parental Leave days, a licensed employee shall agree in writing to repay compensation received for Parental Leave days used if the employee terminates employment with the District for other than medical reasons before completion of the current contract year.
 1. If the employee has submitted their resignation for the current contract year, the employee is ineligible for Parental Leave.

ADMINISTRATIVE REGULATION:
410.04-5

APPROVED:
5.7.2024

Extended Family Sick Leave – Paid - 410.04-5

1. A licensed employee may convert up to five (5) accrued Sick Leave days, each school year, if the licensed employee has insufficient Family Sick Leave to care for the health care needs of immediate family members.
 1. Extended Family Sick Leave is accessed by submitting a time off request through the substitute management system and/or SKYWARD. The employee selects Sick Leave and writes in the notes section, "Extended Family Sick Leave, " as well as the name and relationship of the family member.
2. A licensed employee may convert up to thirty (30) accrued Sick Leave days, if the licensed employee's other available leave options do not apply, excluding personal leave, for bonding with a child or to take physical custody and to care for a child under one year of age; (i.e. from a surrogate to be reared by the employee, from a family member who is incapacitated, from a family member who has died leaving the child, or another situation deemed appropriate by the Sick Bank Review Committee).
 1. Extended Family Sick Leave is accessed by submitting his/her request in writing to the Human Resources Department, using the Human Resources form, for review and approval of the Sick Bank Review Committee.

2. When Extended Family Sick Leave is used for bonding with the child, the combination of Maternity and any other leave (e.g., Extended Family Sick and Personal Leave) may not exceed twelve weeks for recovery and/or bonding.
3. A licensed Any additional leave must fall under the regulations of [Policy-400.26-Family Medical Leave](#).

ADMINISTRATIVE REGULATION:

410.04-6

APPROVED:

5.7.2024

Personal Leave – Paid - 410.04-6

Employees are encouraged to avoid absenteeism.

1. Each eligible licensed employee of the district shall be given at least five (5) days per year personal leave at no cost to the employee (See, [Exhibit—1, Leave Allocation & Clarification](#)).
 1. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year.
 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.
 3. Each employee may accumulate unused personal leave.
 4. An employee may not use more than seven (7) personal leave days in any contract year, except as provided in 410.04-6.
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, or 242-day contract as well as licensed employees who do not require a substitute.
4. Personal leaves may also be taken the day before or after a school holiday, without pay deduction, for the following specific reasons:
 1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
 2. To attend the following types of events:
 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.

2. Graduations of near relatives as defined in "3.2" above.
3. Required court appearances,
4. Deaths not covered by Bereavement Policy.
5. Circumstances beyond an employee's control and approved by Human Resources.
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:
 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 \$150.00 and apply for the leave at least five (5) working days in advance, except as follows:
 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~~75 employees.
 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.
 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 \$150.00. Written notification will be sent to all applicants within two working days.
 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. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
 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 \$150.00.
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:

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.
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.
3. Circumstances beyond an employee's control and approved by Human Resources.
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.
10. Personal leave may be taken on contract days when the District is closed to the general public for licensed employees.

ADMINISTRATIVE REGULATION:

410.04-7

APPROVED:

5.7.2024

Personal Leave – Non-Paid - 410.04-7

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.
 1. A first-year employee, who qualifies for leave benefits, may be eligible for up to fifteen (15) additional days of Personal Leave – Non-Paid if the

employee has extenuating circumstances related to personal injury/illness, maternity, or injury/illness of a child, spouse or parent.

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 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.

ADMINISTRATIVE REGULATION:

410.04-8

APPROVED:

5.7.2024

Sick Leave - 410.04-8

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: 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

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. 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.

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.
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 410.04-5.
3. In cases of extended critical illness, licensed employees may apply for additional days beyond the twelve (12) day allowance.
 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.

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.
 1. A licensed employee may use up to five (5) accrued Personal Leave days, beyond the maximum number of Personal Leave days that may be used in any contract year (See, Policy-410.04, Admin Reg 4.1.3), if the licensed employee has insufficient Sick Leave to convert for Adoption Leave.
2. Any additional leave must fall under the regulations of [Policy—400.26—Family Medical Leave Act](#).

ADMINISTRATIVE REGULATION:
410.04-9

APPROVED:
5.7.2024

Licensed Employee-Funded Sick Bank - 410.04-9

1. Establishment of Sick Leave Bank and Eligibility.

1. Each year, licensed employees who donate one (1) Family Sick day create a Sick Leave Bank.
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 or, if hired after September 2, must opt in upon date of hire.

2. Use of Sick Leave Bank

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. Medically documented intermittent leave for long-term illness may be approved.
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 of accrued Sick Leave left to avoid the deduction of a \$150.00 fee per day.

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.
5. Employee-Funded Sick Leave Bank Benefit Level is determined by the number of sick leave day (s) consecutively donated to the Employee-Funded Sick Bank prior to requesting Sick Bank Leave.
 1. Level One Benefit – One (1) year of donation to the Sick Leave Bank
 2. Level Two Benefit – Two (2) consecutive years of donation to the Sick Leave Bank
 3. Level Three Benefit – Three (3) consecutive years of donation to the Sick Leave Bank.
 4. Level Four Benefit – Four Plus (4+) consecutive years of donation to the Sick Leave Bank.
6. A combination of consecutive years of donation to the Sick Leave Bank 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).

Sick Bank Leave Allowances - 410.04-9

1. Sick Bank Leave Allowances

1. Level One Benefit
 1. Level one benefit licensed employees shall be allowed up to 15 Sick Leave Bank days.
 2. A fee of \$150.00 shall be deducted from the first two days of Sick Leave Bank used.
2. Level Two Benefit
 1. Level two benefit licensed employees shall be allowed up to 15 Sick Leave Bank days at full pay according to [Exhibit—2](#).
 2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.2.1) are used, level two benefit employees may be granted up to 10 additional Sick Leave Bank days if circumstances

warrant it. A fee of \$150.00 shall be deducted for each additional day used under this option.

3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant level two benefit 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 \$150.00 shall be deducted for each additional day used under this option.

3. Level Three Benefit

1. Level three benefit licensed employees shall be allowed up to 40 Sick Leave Bank days at full pay according to [Exhibit—3](#).
2. After all Sick Leave Bank days allowed according to the schedule listed under item (1.3.1) are used, level three benefit licensed employees may be granted up to 40 additional Sick Leave Bank days if circumstances warrant it. A fee of \$150.00 shall be deducted for each additional day used under this option.
3. In cases of catastrophic illness or injury, the Sick Leave Review Board may grant level three benefit 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 \$150.00 shall be deducted for each additional day used under this option.

4. Level Four Benefit

1. Level four benefit 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 \$150.00 for each day the licensed employee falls below 15 days of accumulated Sick Leave at the beginning of the school year. (A fee of \$150.00 will be deducted for a maximum of 15 days.)

2. Sick Bank Leave Limitations

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. 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.

3. A second opinion may be required with any costs not covered by insurance borne by the District.
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.
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.

Sick Leave Board Review, Abuse of Sick leave, Payment for Sick Leave, and Notification of Absence - 410.04-9

1. Sick Leave Review Board

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.
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

1. Administrators shall periodically review Sick Leave usage.
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.
3. If it is determined that an abuse of Sick Leave has occurred:
 1. The Sick Leave days which were paid inappropriately shall be reclaimed from the licensed employee.
 2. The licensed employee may be suspended for up to five (5) days without pay during the next pay period.
 3. A reprimand shall be entered in the licensed employee's personnel file.

4. A second proven abuse of Sick Leave may result in immediate termination.

3. Payment for Sick Leave

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.
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

1. Licensed employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
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.

Exhibits

- [Exhibit—1—Leave Allocation and Clarifications](#)
- [Exhibit—2—Level Two Licensed Employees](#)
- [Exhibit—3—Level Three Benefit Licensed Employees](#)

References

None

Forms

None

Policy 410.04 Exhibit 1 – Leave Allocations & Clarification

ASSOCIATED ADMINISTRATIVE REGULATION:

410.04

ADOPTED:

Leave Allocations (Licensed)

	186	196	206	242
Alternative Leave	1	1	1	1
Personal Leave	56	65 .125	65 .25	56
Family Sick Leave*				
–Years 1-5	76	76 .375	67 .875	76
–Years 6-10	87	87 .375	98	87
–Years 11-15	98	98 .5	109	98
–Years 16+	109	109 .5	1110 .125	109
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 186 day contracts must take leave in .5 increments

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

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Policy 410.04 Exhibit 2 – Level Two Benefit Licensed Employees

ASSOCIATED ADMINISTRATIVE REGULATION:

410.04-8

ADOPTED:

5.18.2021 (NEG)

Level two benefit licensed employees shall be allowed up to fifteen (15) sick bank days according to the following schedule:

Days of Accumulated Sick Leave at Beginning of School Year	Number of Days that \$ 110 <u>150</u> .00 will be Deducted	Sick Bank Days Allowed At Full Pay
11 <u>10</u> Plus	0	15
10 <u>9</u>	1	14
9 <u>8</u>	2	13
8 <u>7</u>	3	12
7 <u>6</u>	4	11
6 <u>5</u>	5	10

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Policy 410.04 Exhibit 3 – Level Three Benefit Licensed Employee

ASSOCIATED ADMINISTRATIVE REGULATION:

[410.04-8](#)

ADOPTED:

5.18.2021 (NEG)

Third year employees shall be allowed up to (40) sick bank days according to the following schedule:

Days of Accumulated Sick Leave at Beginning of School Year	Number of Days that \$ 110 <u>150</u> .00 will be Deducted	Sick Bank Days Allowed at Full Pay
13 <u>12</u> Plus	0	40
12 <u>11</u>	1	39
11 <u>10</u>	2	38
10 <u>9</u>	3	37
9 <u>8</u>	4	36
8 <u>7</u>	5	35
7 <u>6</u>	6	34
6 <u>5</u>	7	33

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.

Miscellaneous



Negotiations - Licensed

32 Paid Professional Hours at Hourly Rate of Pay
(Contract Year 2025-26)



Proposal

Canyons Education Association proposes that the thirty-two (32) Paid Professional Hours, funded by the Utah State Legislature, be compensated at an educator's hourly rate of pay that corresponds to the educator's Increment Level indicated in SKYWARD, see the Licensed Salary School-Hourly Rate Sheet.

Rationale

We recommend that this funding continue for the 2025-26 school year, as the legislature has appropriated and increased Canyons funding.

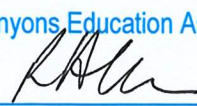
Tentative Agreement
Between
Canyons School District
&
Canyons Education Association

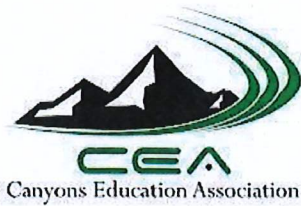
Date:

For Canyons School District



For Canyons Education Association





Proposal

Canyons Education Association proposes that we recognize and compensate educators in Title 1 schools for their additional workload and responsibilities with a \$1000 stipend, paid in two installments: \$500 in September and \$500 in April.

Rationale

The challenges faced by Title 1 schools in retaining qualified educators are well-documented. Canyons Education Association survey data indicates that all surveyed educators in Title 1 schools would remain at their current site if compensated for the additional challenges educators face working in Title 1 schools.

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



For Canyons School District

Date

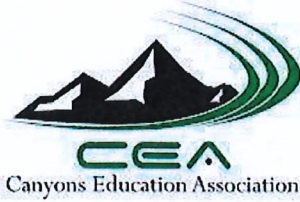
4/18/25



For Canyons Education Association

Date

4/18/25



Negotiations
Contract Year 2025-26

Proposal

Canyons Education Association proposes expanding the budget for all middle schools to pay teachers for co-curricular and extracurricular work.

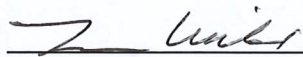
Canyons Education Association proposes an increase from \$2500 annually to \$3000 annually to each middle school at the discretion of the principal in order to pay their teachers for work done after-hours.

Rationale

The Activities Differentials works well to serve the unique needs of each school. Likewise, this will enable principals at the middle school level to compensate their teachers for their work.

Many of the educators (for example, in music and theater) in the district often work after-hours without compensation. This would remedy this problem.

**Tentative Agreement Between
Canyons School District &
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For Canyons School District

4/18/25
Date


For Canyons Education Association

4/18/25
Date