



# UTAH COUNTY ACADEMY OF SCIENCES POLICIES AND PROCEDURES

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**SECTION:** G – Personnel  
**POLICY TITLE:** Employee Leave  
**FILE NO.:** GD  
**DATED:** August 19, 2025

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### 1. PURPOSE AND PHILOSOPHY

- 1.1. The Utah County Academy of Sciences (UCAS) believes that employee leave is an important component of supporting the learning environment by providing faculty time to tend to personal and family needs. This policy defines the conditions and purposes for employee leave.
- 1.2. Paid leave is available to salaried UCAS employees only. Employees who are paid hourly for the majority of their pay are not eligible.
- 1.3. Leave benefits take effect beginning the first contract day of each school year and are nontransferable.
- 1.4. For part-time teachers, a day is defined as a typical part-time day for that employee.

### 2. PAID LEAVE POLICY

- 2.1. Employees will be granted up to fifteen Paid Leave Days each year. These days will be at no cost to the employee but are not cumulative from year to year. If the days are being used for vacation, no more than five consecutive Paid Leave Days will be approved. If additional paid days are requested, refer to 4.3 below.
- 2.2. Employees who request Paid Leave Days in excess of the fifteen per year understand that they may lose their pay for the days missed.
- 2.3. The UCAS Board and Administration understand that extenuating circumstances arise. We believe in the importance of our employees supporting their families. As such, the UCAS administration encourages employees to request additional leave days from the UCAS Review Committee for Employees when extenuating circumstances arise. (See section 7 below)

### 3. PROFESSIONAL DEVELOPMENT LEAVE

Professional Development Leave must be approved by the administrator. Approved Professional Development days will count toward the total number of days in the salary agreement and will not be deducted from the employee paid leave days.

#### **4. UNPAID FAMILY AND MEDICAL LEAVE**

- 4.1.** Unpaid Family and Medical Leave, in accordance with the Family Medical Leave Act of 1993, may be granted to employees who have worked for at least one year for UCAS. Employees on family or medical leave shall be returned to a position at no reduction of pay. The position may be the same or different from the original position. Family Medical Leave may be granted for up to twelve weeks for the following reasons:
  - 4.1.1.** to care for the employee's child after birth, or placement for adoption or foster care
  - 4.1.2.** to care for the employee's spouse, children, or parent, who has a serious health condition
  - 4.1.3.** for a serious health condition that makes the employee unable to perform their job.

#### **5. UNPAID LEAVE**

- 5.1.** Regular Unpaid Leave may be granted to hourly, temporary, and part time non-salaried employees.
- 5.2.** When Unpaid Leave is approved by the administrator, the employee is not paid for the day and there are no additional negative consequences for missing a day of work. The daily rate for an unpaid day will be deducted from a salaried employee's pay. The school will cover the cost of a substitute employee if one is required.
- 5.3.** All other leave (military, civic, jury, ecclesiastical, etc.) will be considered unpaid leave unless approved by the administrator to be otherwise, or unless mandated by current state code.
- 5.4.** Blackout days will be designated each year on Policy GD – Form A. Absence requests on a blackout day will be considered unpaid, unless an administrative exception is made.
- 5.5.** Paid leave, as defined in this policy, for salaried employees will be allocated first before unpaid leave will be approved.

#### **6. OFFICIAL LEAVE REQUEST FORM**

The official Out of School Report Form (Policy GD – Form A) should be used anytime an employee requests time off from work. If leave is approved but the day requested is more than the maximum allowed, the administrator will indicate if the employee will be charged for a substitute, docked a day of pay, or held harmless for the day missed.

#### **7. APPEALS**

- 7.1.** The UCAS Review Committee for Employees (The Committee) will consist of the HR Manager and the assistant principal(s). The committee will be made up of a minimum of three members. It could include a pre-determined counselor or teacher, if needed.
- 7.2.** If extenuating circumstances arise, an employee may appeal to the UCAS review committee for additional paid leave. The committee will respond to the request within a reasonable time, typically 5 days.
- 7.3.** If the employee would like to appeal the decision made by The Committee, they may make their appeal to the principal who will review the circumstances and along with a pre-appointed board member will respond to the 2<sup>nd</sup> appeal.
- 7.4.** If necessary, a 3<sup>rd</sup> appeal can be made to the full UCAS Board of Trustees.

## 8. History of Leave Policy

- 8.1.** This policy supersedes any historical version of the policy.
- 8.2.** Any prior carry-over days are subject to the appeals process outlined in section 7.

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### REFERENCES

NONE

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### FORMS

Form A – Out of School Report Form

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### HISTORY

**Revised – August 19, 2025.** Removal of sick and bereavement leave. Categories combined to 15 total days with a cap on consecutive vacation day. Sections 2.3, 7, and 8 added.

**Revised – September 19, 2023.** Household members included in 2.2. Section 6 added. 7.4 added.

**Revised – April 20, 2021.** Rescinded sick leave payout.

**Revised – May 21, 2019.** Added accrual of sick leave and payout. Defined the order paid leave will be allocated.

**Revised – March 20, 2018.**

**Revised – January 20, 2016.**

**Revised – October 2013.**

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