



UTAH COUNTY ACADEMY OF SCIENCES
POLICIES AND PROCEDURES
Policy GD Form A – Out of School Report Form

ABBREVIATED POLICY GD – EMPLOYEE LEAVE POLICY

Personal Leave is available to salaried Utah County Academy of Sciences (UCAS) employees only. Employees who are paid hourly for the majority of their pay are not eligible. For part-time teachers, a day is defined as a typical part-time day for that employee.

1. PAID LEAVE

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 section 4.3 of Policy GD.

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.

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 faculty member may request additional leave days from the UCAS Review Committee for Employees when extenuating circumstances arise. (See section 9 of Policy GD).

4. PROFESSIONAL DEVELOPMENT LEAVE

Professional Development Leave must be approved by the administrator, and will not be considered personal leave days. Professional Development days will count toward the total number of days in the salary.

5. UNPAID LEAVE AND BLACKOUT DAYS

See Policy GD for details. August 7 - 15, 2025, October 7, 2025, December 15 – 19, 2025, January 2 – 9, 2026, March 3, 2026, May 1, 2026, May 11 – 21, 2026

If you need to miss school, please:

1. Fill out this form and give it to an administrator.
2. The administrator will approve or deny the leave and return a copy of the form to you for confirmation of the decision and how the leave will be allocated. **Although human resources will record the use and allocation of leave days for each employee, it is suggested that the employee keeps a personal record of the amount of leave days they have used and those remaining.**
3. Schedule a substitute through Senya or an in-house option. See the front office for a list of suggested substitutes.
4. Email the administrator and the front office with a copy of your lesson plans and where your seating charts and/or rolls are located.

Name _____

I will need to miss (or have missed) _____ (date) I am

Requesting these days as:

<input type="checkbox"/>	Paid Leave Days	<input type="checkbox"/>	Professional Development Days
<input type="checkbox"/>	Unpaid Days	<input type="checkbox"/>	Other: _____

Substitute Needed: YES NO

Sub Name: _____

(Circle One) Senya In-House

Employee Signature: _____

Admin Approval: YES NO

Admin Signature: _____