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**Employee Associations and Leave  
Policy Series: 5000 Personnel**

**Policy No. 5028**

10 **Purpose**

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The purpose of this policy is to establish guidelines governing employee associations and the use of district-approved leave for association-related business in accordance with applicable Utah law. The district recognizes the rights of employees to participate in lawful professional or employee associations while ensuring that employee leave practices support the effective operation of schools and the responsible use of public resources. This policy is intended to define the circumstances under which leave may or may not be approved for association activities, promote consistent administration of leave requests, and ensure compliance with state requirements applicable to public education employers.

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**Definitions**

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1. *Employment Association* is an association that negotiates employee salaries, benefits, contracts, or other conditions of employment or performs union duties.
2. *Association Leave* is leave from a district employee's regular responsibilities granted for the employee to spend time for association, employee association, or union duties.

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**Prohibited Paid Leave**

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The district may not allow paid association leave for an employee to perform employee association or union duties, unless:

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1. The duty performed by the employee on paid association leave will directly benefit the school district, including representing the district's licensed educators; and does not:
  - a. include political activity including advocating for or against a candidate for public office in a partisan or nonpartisan election;

- 40                   b. solicit a contribution for a political action committee, a political issues committee,  
41                   a political party, or a candidate as defined by [Utah Code § 20A-11-101](#); or  
42                   c. initiate, draft, solicit signatures for or advocate for or against a ballot proposition  
43                   as defined by [Utah Code § 20A-1-102](#).  
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45                   2. On a board or committee, such as the district's foundation, a curriculum development  
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### 53 **District Reimbursement**

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An employee taking association leave that does not qualify as an exception as stated above,  
shall reimburse to the district, the costs, including benefits, for the time they are:

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1. On unpaid association leave; or
2. Participating in a paid association leave activity that does not provide a direct benefit to the district.

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Reimbursement may be paid to the district by the employee, association or union.

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If, prior to January 1, 2011, the district allowed association unpaid leave or paid association  
leave that does not provide a direct benefit to the district, up to 10 days of any such leave may  
be allowed without reimbursement to the district.

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### 70 **Legal References**

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[Utah Code § 20A-11-101](#)  
[Utah Code § 20A-1-102](#)

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75 **Board Approved:**

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