

# Cache County School District

## 2024-25 Educator-Directed Paid Professional Hours



As part of the 2024 Utah General Legislative Session, Utah Legislators renewed Senate Bill 137, 53F-7-203 Paid Professional Hours for Educators. Under this bill, certificated educators are eligible for an additional one-time 32 hours of paid professional leave during the 2024-25 contract year. This applies to certificated staff including general education, special education, counselors, school administrators, school specialists, school psychologists, speech-language pathologists and audiologists.

New this year, certified staff may be reimbursed for the following: registration fees, travel related expenses and required materials related to professional learning. These expenses must be included in the qualifying plan and approved by the school administrator. Reimbursed expenses will count toward the 32 hours of paid leave at a rate of \$50 per hour. For example, if a teacher is reimbursed for \$100 of qualifying expenses, the teacher will be eligible for 30 hours of paid leave, instead of the original 32 hours.

Allowable uses under the bill include activities that:

- increase an educator's knowledge of the academic subjects they teach or specialize in
- provide time to plan and prepare daily lessons based on student needs
- increase understanding of how students learn
- include the use of data and assessments to inform and instruct classroom practice
- provide time to analyze student work and achievement from multiple sources and allow time to adjust instructional strategies, assessments, and materials based on the analysis
- include time to address specific needs identified in observations or other feedback
- advance an educator's understanding of effective and evidence-based instructional strategies; and strategies for improving student academic achievement or substantially increasing knowledge and teaching skills
- include efforts to support improvement plans and academic goals of the school or district
- include expenses an educator incurs for professional learning, including: registration fees, travel related expenses and required materials

To qualify for the hours, an educator shall, before the first day of instruction, create a plan (see attached) in consultation with the educator's principal on how the educator plans to use paid professional hours during the school year; and before the end of a given school year, provide a written claim (see attached) to the school principal of how the educator used the professional hours during the school year. Registration fees, travel related expenses and required material expenses require receipts and the attached reimbursement form in order to be reimbursed.

Time must be accounted for in addition to and outside of the educator's contract hours. Plans must be submitted by **August 23rd, 2024** and claims must be submitted to payroll by **May 30th, 2025** to allow time to process through payroll for the 2024-25 fiscal year. One claim form should be submitted per educator and can be submitted anytime between August 23rd, 2024 and May 30th, 2025. Educators who are half-time or less can claim one-half (16) of the hours.

**Cache County School District**  
**Paid Professional Hours Plan**  
(SUBMIT TO PRINCIPAL BY AUGUST 23rd, 2024)

Educator Name: \_\_\_\_\_ School: \_\_\_\_\_

Please check the areas that apply to this plan:

- increase an educator's knowledge of the academic subjects they teach or specialize in
- provide time to plan and prepare daily lessons based on student needs
- increase understanding of how students learn
- include the use of data and assessments to inform and instruct classroom practice
- provide time to analyze student work and achievement from multiple sources and
- allow time to adjust instructional strategies, assessments, and materials based on the analysis
- include time to address specific needs identified in observations or other feedback
- advance an educator's understanding of effective and evidence-based instructional strategies; and strategies for improving student academic achievement or substantially increasing knowledge and teaching skills
- efforts to support improvement plans and academic goals of the school or district.
- registration fees, travel related expenses and required materials related to professional learning. Please include any applicable receipts.

Please provide detail, including time you anticipate spending on each item checked above.

Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Cache County School District**  
**Paid Professional Hours Claim**  
(SUBMIT TO PAYROLL BY MAY 30th, 2025)

Educator Name: \_\_\_\_\_ School: \_\_\_\_\_

Please log hours below and be as specific as possible. Hours must be submitted by May 30th, 2025. Hours must be claimed between July 1st, 2024-May 30th, 2025, and must be in addition to and outside of contract hours.

Date	Hours	Activity (from Paid Professional Hours Plan)

By signing below, I declare the foregoing is true and correct and represents educator-directed paid professional hours outside of my contract time.

Educator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# EDUCATOR-DIRECTED PAID PROFESSIONAL HOURS EXPENSE REIMBURSEMENT FORM



Name \_\_\_\_\_

Street No. \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

<b>VENDOR NUMBER</b>	
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<b>BUDGET CODE</b>			
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**DISTRICT OFFICE USE ONLY**

REFERRED TO \_\_\_\_\_

APPROVED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

DATE	EXPLANATION	AMOUNT
<b>TOTAL AMOUNT</b>		

I swear that the above claim is correct, and that no part thereof has been previously presented, allowed or paid.

I certify the above claim has been approved and hereby authorize payment.

\_\_\_\_\_  
Signature of Person Submitting Claim

\_\_\_\_\_  
Principal

SUBMIT TO PAYROLL BY MAY 30TH, 2025