

Personal Leave Taken Before or After a Holiday 2018-2019

When to Request

An employee who wishes to take a personal leave day before or after a holiday and does not wish to lose 40 percent of a day's pay, **must** make the request through the Human Resource Department during the window. **If approved, you must give prior notification to your principal or supervisor at least one day in advance of the leave day.**

How to Request

During the window, the employee must send the request through **email**. Please include your name, school, position, and the date you are requesting the leave. Requests left on voicemail or over the phone will **not** be accepted.

Licensed employees must submit their request to licensedpersonalleave@jordandistrict.org

Classified employees must submit their request to classifiedpersonalleave@jordandistrict.org

The employee will receive an **email confirmation within two working days** after submitting the request. If the employee does not receive a confirmation email, then Human Resources has **NOT** received your request and your leave will not be approved.

Windows for holiday requests are listed below:

School Holiday	Date of Holiday	Window
Independence Day	July 4, 2018	May 20 – May 30, 2018
Pioneer Day	July 24, 2018	June 9 – June 19, 2018
Labor Day	September 3, 2018	July 20 – July 30, 2018
Fall Recess (All Contracts)	October 18-19, 2018	Sept. 3 – Sept. 13, 2018
Thanksgiving Recess (All YRE, 228, 242, 245 contracts)	November 22-23, 2018	Oct. 8 – Oct. 18, 2018
Thanksgiving Recess (180, 184, 204, 206, Contracts)	November 21-23, 2018	Oct. 7 – Oct. 17, 2018
Winter Recess (All Contracts)	Dec. 24, 2018- Jan. 1, 2019 (245 works Dec 26-28)	Nov. 9 – Nov. 19, 2018
Martin Luther King	January 21, 2019	Dec. 7 – Dec. 17, 2018
President's Day	February 18, 2019	Jan. 4 – Jan. 14, 2019
Spring Recess (242, 245 Contracts)	April 19, 2019	Mar. 5 – Mar. 15, 2019
Spring Recess (All YRE, 228 Contracts)	April 17-19, 2019	Mar. 3 – Mar. 13, 2019
Spring Recess (180, 184, 204, 206 Contracts)	April 15-19, 2019	Mar. 1 – Mar. 11, 2019
Memorial Day	May 27, 2019	April 12 – April 22, 2019

See Jordan School District Policy DP335 NEG Personal Leave - Licensed

See Jordan School District Policy DP335B NEG Personal Leave - Classified