

Personal Leave Taken Before or After a Holiday 2019-2020

When to Request

An employee who wishes to take a personal leave day before or after a holiday and does not wish to either pay the cost of the long-term substitute (licensed) or lose 40 percent of a day's pay (classified), **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, 2019 | May 20 – May 30, 2019 |
| Pioneer Day | July 24, 2019 | June 9 – June 19, 2019 |
| Labor Day | September 2, 2019 | July 19 – July 29, 2019 |
| Fall Recess (All YRE, 228, 242, 245 Contracts) | October 24-25, 2019 | Sept. 9 – Sept. 19, 2019 |
| Fall Recess (180, 184, 185, 205, 206 Contracts) | October 21-25, 2019 | Sept. 6 – Sept. 16, 2018 |
| Thanksgiving Recess (242, 245 Contracts) | November 28-29, 2019 | Oct. 14 – Oct. 24, 2019 |
| Thanksgiving Recess (All YRE, 180, 184, 185, 205, 206, 228 Contracts) | November 27-29, 2019 | Oct. 13 – Oct. 23, 2019 |
| Winter Recess (All Contracts begin Dec. 23) | Dec. 23, 2019 - Jan. 1 or 3, 2020 (245 works Dec 27-31) | Nov. 8 – Nov. 18, 2019 |
| Martin Luther King | January 20, 2020 | Dec. 6 – Dec. 16, 2019 |
| President's Day | February 17, 2020 | Jan. 3 – Jan. 13, 2020 |
| Spring Recess (All YRE, 228, 242, 245 Contracts) | April 9-10, 2020 | Feb. 24 – Mar. 5, 2020 |
| Spring Recess (180, 184, 185, 205, 206 Contracts) | April 6-10, 2020 | Feb. 21 – Mar. 2, 2020 |
| Memorial Day | May 25, 2020 | April 10 – April 20, 2020 |

See Jordan School District Policy DP335 NEG Personal Leave - Licensed
 See Jordan School District Policy DP335B NEG Personal Leave - Classified