

**JORDAN SCHOOL DISTRICT
&
Jordan Education Association
Licensed Negotiated Agreement**

2023-24

Negotiations Team

Anthony Godfrey, Ed.D.	Superintendent of Schools
John Larsen, CPA	Business Administrator
Carol Ramsay	Silver Crest Elementary School
Erik Wieben	Sunset Ridge Middle School
Melissa Brown	Riverton High
Kristi Critchlow	UniServ Director

Jordan School District Board of Education

Tracy J. Miller	President, Precinct 3
Niki George	1st Vice President, Precinct 6
Darrell Robinson	2nd Vice President, Precinct 1
Brian Barnett	Member, Precinct 2
Lisa Dean	Member, Precinct 7
Bryce Dunford	Member, Precinct 5
Marilyn Richards	Member, Precinct 4

**Licensed Negotiated Agreement
Final & NEG Policies
2023-2024**

**Between Jordan School District Board of Education
&
Jordan Education Association**

The Jordan School District Board of Education and Jordan Education Association (JEA) agree to the following:

Jordan Education Association agrees to end the counting of votes on, and will not announce any results from, the previous tentative agreement.

Compensation:

- 1) Total salary increase of \$6,275 as follows:
 - Salary Level increases of \$875 (previously “steps”) will be given for licensed employees for the 2023-24 school year.
 - All salary levels on the traditional licensed salary schedule will have base pay increased \$1,200 – for a total base pay of \$50,080.
 - All salary levels on the traditional licensed salary schedule will have Educator Salary Adjustment increased \$4,200 – for a total Educator Salary Adjustment of \$8,400.
 - The above bring the new salary level one total salary to \$58,480
- 2) Licensed employees who have worked for Jordan School District for 21 years or more as a licensed employee will receive an additional salary level increase of \$875 (total salary increase of \$7,150 including item 1). These years do not need to be consecutive years and leave of absence shall not count against these years.
- 3) Continuing Education Advancement (previously “lanes”) will be given for qualifying licensed employees for the 2023-2024 school year.
- 4) Paid Professional Hours for Educators will be paid in May 2024 in accordance with HB396 for a percentage (dependent on the funding provided to the District from the State) of their hourly rate up to 32-hours of performed activities allowable under Utah Code 53F-7-202.

Insurance:

- 5) There is no insurance premium increase for the 2023-2024 contract year.
- 6) Employees will cover fifty (50) percent of any future insurance premium increase and the District will cover fifty (50) percent of any future insurance premium increase.

Other:

- 7) Annual Leave lottery day communications will be separated for Licensed and Education Support Professionals for clarity and simplicity.
- 8) For a one-year trial, DP335NEG Annual Leave – Licensed will be implemented with the following changes:
 - Five additional employees will be allowed to take an annual leave day on a Critical Day.
 - January 3, 2024 and January 17, 2024 will not be considered Critical Days.

Policy Revisions:

As per District Policy A6NEG Negotiations – Licensed, negotiations concerning NEG policies will move forward over the course of this Agreement through the Joint Relations Committee. Proposed policy changes will be ratified by JEA membership and approved by the Board of Education. JEA and Jordan School District Board of Education will continue to work in good faith to utilize the interest-based process established by the Joint Relations Committee.

All parties agree to the following policy changes as recommended and accepted by the Joint Relations Committee for the 2023-2024 school year.

- a. A3NEG District Advisory Council – Licensed revised to:
 - Reorganize the policy language and
 - Allow for no meeting to occur should no agenda items be submitted
- b. DP304NEG Teacher Transfers revised to:
 - Set August 1st as the last day transfer requests will be accepted
- c. DP324NEG Sick Leave – Licensed revised to:
 - Replace “cost of a long-term substitute” with “50% of the daily rate of a licensed employee on salary level one” and
 - Clarify that sick bank days are limited to those donated in that year.
- d. DP330NEG Bereavement Leave – Licensed
 - Include a person residing in the home assuming the role of a spouse
 - Update policy title of DP335 NEG to be Annual Leave – Licensed
- e. DP335NEG Annual Leave – Licensed revised to:
 - Eliminate duplicated language
 - Define student attendance days before or after school holidays as “Critical Days”
 - Replace “the day before or after a school holiday” with “on a Critical Day”
 - Replace “cost of a long-term substitute” with “50% of the daily rate of a licensed employee on salary level one” and

- Clarify that employees not selected in the Critical Day lottery who take an Annual Leave day on a Critical Day will be charged 50% of the daily rate of a licensed employee on salary level one

JORDAN SCHOOL DISTRICT
BOARD OF EDUCATION

By: Tracy J. Miller
Tracy Miller, President

Dated: 6/13/23

JORDAN EDUCATION ASSOCIATION

By: Janet Sanders
Janet Sanders, JEA President

Dated: June 13, 2023

Teacher Salary Schedule

(C Schedule) Traditional (187 Days – 8 Hours/Day)

August 14, 2023 – June 3, 2024

Salary Level	Base Pay	Educator Salary Adjustment*	Lane Z Annual Salary
1	\$50,080	\$8,400	\$58,480
2	\$50,955	\$8,400	\$59,355
3	\$51,830	\$8,400	\$60,230
4	\$52,705	\$8,400	\$61,105
5	\$53,580	\$8,400	\$61,980
6	\$54,455	\$8,400	\$62,855
7	\$55,330	\$8,400	\$63,730
8	\$56,205	\$8,400	\$64,605
9	\$57,080	\$8,400	\$65,480
10	\$57,955	\$8,400	\$66,355
11	\$58,830	\$8,400	\$67,230
12	\$59,705	\$8,400	\$68,105
13	\$60,580	\$8,400	\$68,980
14	\$61,455	\$8,400	\$69,855
15	\$62,330	\$8,400	\$70,730
16	\$63,205	\$8,400	\$71,605
17	\$64,080	\$8,400	\$72,480
18	\$64,955	\$8,400	\$73,355
19	\$65,830	\$8,400	\$74,230
20	\$66,705	\$8,400	\$75,105
21	\$67,580	\$8,400	\$75,980
22	\$68,455	\$8,400	\$76,855
23	\$69,330	\$8,400	\$77,730
24	\$70,205	\$8,400	\$78,605
25	\$71,080	\$8,400	\$79,480
26	\$71,955	\$8,400	\$80,355
27	\$72,830	\$8,400	\$81,230
28	\$73,705	\$8,400	\$82,105
29	\$74,580	\$8,400	\$82,980
30	\$75,455	\$8,400	\$83,855
31	\$76,330	\$8,400	\$84,730
32	\$77,205	\$8,400	\$85,605
33	\$78,080	\$8,400	\$86,480
34	\$78,955	\$8,400	\$87,355
35	\$79,830	\$8,400	\$88,230
36	\$80,705	\$8,400	\$89,105
37	\$81,580	\$8,400	\$89,980
38	\$82,455	\$8,400	\$90,855
39	\$83,330	\$8,400	\$91,730
40	\$84,205	\$8,400	\$92,605
41	\$85,080	\$8,400	\$93,480
42	\$85,955	\$8,400	\$94,355
43	\$86,830	\$8,400	\$95,230
44	\$87,705	\$8,400	\$96,105
45	\$88,580	\$8,400	\$96,980

New-Hire Placement (1st year educator)

Education Attainment	Level
Bachelor's Degree	1
Bachelor's Degree plus 20 Semester Credits	3
Bachelor's Degree plus 40 Semester Credits	5
Master's Degree	6
Master's Degree plus 30 Semester Credits	8
Doctorate Degree	10

New hires with teaching experience shall receive full credit for years of service up to the established maximums as outlined in DP 309 NEG

Continuing Education Advancement

Education Attainment	Level Increase	Total Levels
Bachelor's Degree plus 20 Sem. Credits	Add 2 Levels	2 Levels
Bachelor's Degree plus 40 Sem. Credits	Add 2 Levels	4 Levels
Master's Degree	Add 1 Level	5 Levels
Master's Degree plus 30 Sem. Credits	Add 2 Levels	7 Levels
Doctorate Degree	Add 2 Levels	9 Levels

Educational Attainment are hours earned beyond and after Bachelor's Degree and original Teaching license

Associate or Alternative Level License

License	Maximum Level Increase
Associate or Alternative Level License	4

After initial placement, underqualified educators may only advance one level per year (based on negotiations) to the maximum listed above, until receiving a professional License.

NOTES:

- 1) Educators with a current educator National Board Certification will receive an annual stipend of \$2,400 per year based on their FTE.
- 2) This salary schedule is adopted only for the current school year. Any reference to future step salary increases is advisory only and subject to further approval by the Board of Education based on availability of funds.
- 3) Per Utah Code 53G-11-518, an employee may not advance on an adopted wage or salary schedule if the employee's rating on the most recent evaluation is at the lowest level of an evaluation instrument.
- 4) Per Utah Code 53F-2-405, the Educator Salary Adjustment* may not be awarded if an educator has received an unsatisfactory rating on the educator's three most recent evaluations.
- 5) The difference between steps is \$875.

* The Educator Salary Adjustment is included in all hourly, daily, and extra duty rates.

SUBJECT: DISTRICT ADVISORY COUNCIL—LICENSED

I. Board Directive

The Board authorizes the establishment of a Licensed Advisory Council for the purpose of communicating areas of concern by employee groups within the District.

II. Administrative Policy

The Administration shall operate the District Advisory Council according to the following:

- A. The Council shall be composed of five (5) members designated annually by the employee agent: the Administrator of Human Resources, the Human Resources Licensed Administrator, and one administrative representative from each level (high school, middle school and elementary school). The chairperson will be determined annually by the Council.
- B. The Council shall meet at least once a month during the school year to discuss and study subjects mutually agreed upon relating to the school system.
 - 1. ~~E. Meetings of the Council shall be held at other than regular school hours. If circumstances should require that a meeting be held during school hours, committee members may be excused from their regular duties without loss of pay.~~
 - 2. ~~If no agenda items are submitted by the Wednesday prior to the meeting, the scheduled meeting will be canceled.~~
- C. The Council is empowered to appoint ad hoc committees to study and report upon subjects agreed upon by the Council.
- D. The clerical expenses of the Council and its subcommittees shall be paid by the Board.
- ~~E. Meetings of the Council shall be held at other than regular school hours. If circumstances should require that a meeting be held during school hours, committee members may be excused from their regular duties without loss of pay.~~
- E.F. All items of business or recommendations coming from this Council are advisory only.

SUBJECT: TEACHER TRANSFERS

I. Board Directive

The Board recognizes that all employees should be placed in the school and department that will best fit the educational needs of the students in the District. Consideration will be given to the employee's placement preference. When circumstances make it necessary to transfer employees involuntarily or reduce staff, orderly procedures are to be implemented.

II. Administrative Policy

It is the policy of the Administration to assign personnel to the positions that best meet the needs of the District. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the District.

A. Voluntary Transfers

1. The Human Resources Department will identify and advertise known vacancies beginning March 1 of each school year, including those positions which were filled after January 1 of the current school year (except nurses). Transfer requests will be accepted during the transfer window up through August 1st, and/or until 10 working days prior to New Teacher Induction.
2. All vacancies for the coming school year occurring between March 1 and June 1, shall be advertised for five working days. Teachers will make transfer requests according to the following guidelines:
 - a. All known job vacancies, together with required endorsements and skill requirements, will be posted online.
 - b. Teachers interested in transferring must submit a separate transfer request through Skyward Employee Access for any posted position. During the transfer window, principals will be notified weekly of transfer requests for posted positions.
 - c. Using a common set of criteria such as personnel files, requested qualifications, experience, etc., principals will review requests for transfer and select the candidates to be interviewed. Principals will interview at least two (2) qualified transfer candidates if available through June 1. Candidates who are interviewed but not offered a position will be notified as soon as reasonably possible. When the position has been filled, the posting will be removed.
 - d. Beginning the week of February 1 until the teacher transfer fair, teachers interested in transferring in conjunction with the teacher transfer fair may submit a transfer request through Skyward Employee Access.

B. Involuntary Transfers—Administrative

1. A principal or immediate supervisor may request the transfer of an employee when in his/her judgment it will benefit the employee, the school, or the District. Transfer requests stating specific reasons for the transfer shall be made to the area Administrator of Schools. The area Administrator of Schools shall review the request and recommend approval or denial to the Administrator of Human Resources. Upon final approval of the Administrator of Human Resources, a copy of the request shall be given to the employee no later than April 1.
2. An employee whose performance is unsatisfactory may not be transferred to another school unless the local school board specifically approves the transfer of the employee. §53G-11-517

SUBJECT: TEACHER TRANSFERS

- a. Unsatisfactory performance is defined as minimally effective or not effective on the employee's most recent evaluation.
3. Involuntarily transferred teachers will be allowed to interview through the voluntary transfer process. If teachers are not successful in gaining a voluntary transfer by June 1, the District will place the employee in a position for which he/she is qualified.
4. After the employee has been placed, the employee may continue to interview for other positions through the voluntary transfer process (Refer to Section II A of this policy).
5. Transfers during the school year shall be avoided.

Revision history: 9/28/10

SUBJECT: SICK LEAVE—LICENSED

I. Board Directive

It is the policy of the Board to authorize paid sick leave benefits for licensed personnel who work 20 hours per week or more and to comply with requirements of Public Law 103-3, Family and Medical Leave Act. The Board delegates to the Administration responsibility for establishing guidelines for sick leave and family leave benefits. Sick leave runs concurrent with Family Medical Leave Act (FMLA) and Workers Compensation. Refer to Policy DP322 NEG- Family Medical Leave Act.

II. Administrative Policy

A. Definitions

1. Immediate family is defined as husband, wife, daughter, son, father, mother, brother, sister, or other person residing in the employee's home on a permanent basis. Special circumstances may be appealed to the Sick Leave Review Committee for consideration of immediate family status.
2. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
 - a. A resignation or retirement constitutes a "break in service."
 - b. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
 - c. District seniority will be based on the new continuous service date.
 - d. Prior employment experience with Jordan School District may be taken into consideration for purposes of placement on the salary schedule.
3. Sick Leave Review Committee
 - a. The group organized to review sick bank requests and cases of suspected sick leave abuse.
 - b. Shall be composed of at least one of the Human Resource administrators, the Human Resource Generalist, and two members appointed by the president of the licensed employee agent.
 - c. Sick Leave Review Committee members must sign a confidentiality agreement to protect employees' medical information and confidentiality.

The sick leave policy shall be administered according to the following administrative policy provisions:

B. Sick Leave Accumulations

1. Sick leave accumulations are based on unused annual leave. See Policy DP335 NEG Annual Leave - Licensed for annual leave details.
2. Annual leave does not need to be exhausted before sick leave can be used.
3. Maximum accumulations:

SUBJECT: SICK LEAVE—LICENSED

179 and 187-day contracts (9 month)	180 days
245-day contracts (12 month)	240 days

C. Sick Leave Benefits During Approved Absences

1. Interruptions of work for sabbatical leave, educational leave, or other authorized leaves shall not be considered a break in continuous service. Should an employee be granted a leave for any reason, he/she will keep his/her number of cumulative sick leave days to be used upon return, but shall not be considered for sick leave during the time of leave.
2. Employees returning from authorized leaves shall receive accumulated sick leave benefits according to the policy in force at the time the leave began except when the policy is changed as a result of negotiations.

D. Use of Sick Leave for Critical Family Care

1. Although sick leave is intended for use by the employee for personal health-related absences, some sick leave may be used for critical family care as described below. Annual leave should be used for non-critical care of an ill family member.
2. A maximum of fifteen (15) days of sick leave may be used each year to care for a critically ill member of the immediate family or critically ill person residing on a permanent basis in the employee's home.
3. Use of sick leave for critical family illness must be authorized by the Sick Leave Review Committee. The employee must submit his/her request in writing by applying online via Employee Access.
4. Employees may not apply for critical family illness benefits until five (5) annual leave days have been used.
5. If more days are needed, employees who continue to deal with a critical family care (as defined in item D.1. above) may apply to the Sick Leave Review Committee for up to fifteen (15) additional days.
6. If additional days are granted, 50% of the daily rate of a licensed employee on salary level one ~~the cost of a long-term substitute shall be deducted from the educator's pay~~ for each additional day of leave, ~~shall be deducted from the educator's pay.~~

E. Use of Sick Leave for Adoption

1. Employees may use up to a maximum of twenty (20) accumulated sick leave days at the time of actual custody of the child.
2. Any additional leave must fall under the policy provisions of DP322—Family Medical Leave Act.

SUBJECT: SICK LEAVE—LICENSED

F. Notification of Absence

1. Employees are required to notify their immediate supervisor as soon as they know that they will be absent from work.
2. The employee shall record the absence in Skyward at least one hour prior to the start of his/her contract day on the day of the absence. A supervisor may require additional notification.
3. If a substitute must be hired, the employee shall enter the request into Frontline (formerly known as AESOP) at least one hour prior to the start of his/her contract day on the day of the absence.
4. Employees may be required to verify the nature and duration of an illness or injury with a doctor's certificate.
5. Employees absent in excess of (5) days for the same medical reason may be subject to the parameters of FMLA and may prompt contact with the Human Resource Generalist.

G. Abuse of Sick Leave

1. Administrators shall periodically review sick leave usage.
2. If an abuse of sick leave is suspected, the administrator shall confer with the employee and, if necessary, ask the Sick Leave Review Committee to review the case. Cases will be reviewed according to Administrative Guidelines developed by the Sick Leave Review Committee.
3. If it is determined that an abuse of sick leave has occurred, the following actions shall be taken:
 - a. The sick leave benefits which were paid inappropriately shall be reclaimed from the employee.
 - b. The employee shall be suspended for five (5) days without pay during the next pay period.
 - c. A reprimand shall be entered in the employee's personnel file.
4. A second proven abuse of sick leave may result in immediate termination.

H. Employee-Funded Sick Bank

1. Employee Participation in the Sick Bank
 - a. Employees are automatically enrolled in the sick bank each year through the annual donation of one (1) annual leave day to the sick bank.
 - b. Each year, employees wishing to opt out of participation in the sick bank must annually complete the appropriate online form in Employee Access no later than September 1 for current employees and October 1 for first-year employees.
 - c. Employees who have been offered a temporary transitional duty assignment due to a work-related injury, who refuse the temporary transitional duty assignment, will not be eligible for Sick Bank.

SUBJECT: SICK LEAVE—LICENSED

2. Use of the Sick Bank

- a. The purpose of the sick bank is to support employees in time of personal medical need. The sick bank is not intended to be used for short-term, in-and-out absences, elective medical procedures or other medical care that could be scheduled during non-contract time.
- b. Medically documented intermittent leave for long-term illness may be approved.
- c. Days from the sick bank shall be granted to eligible employees only after all accrued sick leave and annual leave days have been used.
- d. Employees will be required to sign a release of medical information when making application to the sick bank.
- e. A combination of continuous years of service and accumulated sick leave days shall be used to determine the number of sick bank days which an employee qualifies to receive and any pay loss to be sustained. (Years of service shall be computed in accordance with established guidelines for salary step movement.)

e.f. Annual sick bank days used in a year shall not exceed annual sick days donated by participating employees in that year.

3. Sick Bank Allowances

- a. First or second year employees shall be allowed up to 10 days from the sick bank at full pay less ~~the cost of the substitute~~ 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 13 days of accumulated leave at the beginning of the long-term absence.
 - 1) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant second year employees up to 30 additional days of sick bank after all previous sick bank days provided in section a. have been exhausted. ~~The cost of a long-term substitute~~ Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
- b. Third year employees shall be allowed up to 40 sick bank days at full pay less ~~the cost of the substitute~~ 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence.
 - 1) After all sick bank days allowed according item b. are used, third year employees may be granted up to 40 additional sick bank days if circumstances warrant it. ~~The cost of a long-term substitute~~ Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.
 - 2) In cases of catastrophic illness or injury, the Sick Leave Review Committee may grant third year employees sufficient sick bank days to cover their transition to long-term disability after all of the previous sick bank days provided in section b. have been exhausted. ~~The cost of a long-term substitute~~

SUBJECT: SICK LEAVE—LICENSED

Fifty percent (50%) of the daily rate of a licensed employee on salary level one shall be deducted for each additional day used under this option.

- c. Employees with four or more years of service shall be allowed up to 120 days from the sick bank at full pay less ~~the cost of the substitute~~ 50% of the daily rate of a licensed employee on salary level one for each day the employee falls below 15 days of accumulated leave at the beginning of the long-term absence. (A maximum of 15 days will be deducted.)
4. Sick Bank Limitations
- a. Prior to granting sick bank days, an employee shall agree in writing to repay compensation at his/her daily rate of pay for sick bank days used or granted if he/she terminates employment with the District for other than medical reasons before completion of the current and succeeding contract year.
 - b. The illness/injury must be medically documented with a statement bearing an original signature from the attending physician. The verification of absence form may not be stamped with a physician's signature or signed by the attending nurse, office manager, etc.
 - c. A second opinion may be required with any costs not covered by insurance borne by the District.
 - d. When an employee requests sick bank days more than once within a 48-month period for an unrelated illness, a three (3)-day loss of pay shall be required before sick bank days are granted. Use of sick bank days shall be limited to 120 days within a 48-month period. The employee will also be required to meet all other qualifying criteria.
 - e. Under catastrophic conditions, employees may appeal to the Sick Bank Review Committee for a waiver of pay loss provisions. The Committee shall review the employee's attendance record and other related factors and either grant or deny the waiver based on the findings. No appeal beyond the Sick Bank Review Committee is provided.

Revision history: 6/10/08, 8/11/09, 5/28/15, 5/8/18

Last draft: 4/14/23 10:55 a.m. JL/rs

SUBJECT: BEREAVEMENT LEAVE—LICENSED

I. Board Directive

It is the policy of the Board to allow employees who qualify for benefits to receive released time with pay for bereavement in the case of the death of a member of the immediate family. The Board authorizes the Administration to administer policy for bereavement leave for licensed employees

II. Administrative Policy

The Bereavement Leave Policy shall be administered in accordance with the following administrative policy provisions:

- A. Employees shall be granted up to eight (8) days absence without pay deduction contiguous with the event of the death of a spouse, daughter, son, step-daughter or step-son. This would also include any other person residing in the home who may have assumed the role of daughter, ~~or son, or spouse.~~
- B. Employees shall be granted up to three (3) days absence without pay deduction in the event of the death of the employee's or spouse's parent, step-parent, brother, sister, grandfather, grandmother, grandchild, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or other person residing in the employee's home. Verification of family relationship may be requested.
- C. A maximum of two (2) additional days may be granted if travel time is needed. Travel must be in excess of 350 miles (one way) to qualify for additional days. An immediate supervisor shall request travel verification information from an employee.
- D. Bereavement Leave is provided only for the death of individuals listed under items A. and B. and must be taken within 14 (fourteen) calendar days of the individual's death. Exceptions require verification and Cabinet approval. Employees who request to take additional leave days or who need to miss work because of the death of an individual not covered in this policy should refer to the ~~DP335 NEG –Personal Annual Leave, Licensed,~~ or other available leave policy.
- E. Bereavement leave for part-time employees shall be prorated according to the percentage of a full-time contract; e.g., an employee on a half-time contract would be eligible for eight (8) half days for the death of individuals listed in items A. and B.
- F. If the death of an employee's parent results in the loss of the only remaining parent, up to three (3) additional personal leave days may be taken to deal with estate issues. The three (3) additional days must be taken within one (1) calendar year of the parent's death.
- G. Employees shall enter their bereavement leave absence in Employee Access and in Absence Management (formerly known as AESOP), if a substitute is needed. Bereavement leave requires should include the relationship to the deceased, date of death and location of service.

Revision history: 9/8/09, 4/25/17

SUBJECT: ANNUAL LEAVE —LICENSED

I. Board Directive

It is the policy of the Board to allow each licensed employee, working 20 hours or more per week, annual leave time as indicated below.

II. Administrative Policy

The Annual Leave Policy shall be administered in accordance with the following administrative policy provisions:

A. Employees shall be allowed annual leave in accordance to the following schedule at no cost to the employee.

<u>Continuous Service:</u>	<u>Days per year:</u>
Years 1 through 5	12 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

1. Continuous service includes an approved leave of absence, sabbatical leave, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a “break in service.”
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
4. District seniority will be based on the new continuous service date.

B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.

1. ~~Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.~~ (For example, an employee who is on contract for 50 percent of the contract year would be eligible to receive 50 percent or six (6) days of a 12-day annual leave allowance.)
2. When calculating annual leave allowances in subsequent years, employees shall be awarded a full year of service for the first partial year of employment if their hire date is prior to January 1. If their hire date is after January 1, no service shall be awarded for the first partial year of employment.

C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.

SUBJECT: ANNUAL LEAVE —LICENSED

D. The following policy provisions must be followed:

1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.
2. Employees need principal permission to take more than five days annual leave in a row. For health-related absences, see [DP322 Family and Medical Leave Act \(FMLA\)](#).
3. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
4. Critical Days are the first student attendance days before or after a school holiday. If a non-student attendance day falls before or after a school holiday (e.g. professional development day, grade transmittal day) the Critical Day is the day before or after that non-student attendance day when students are in attendance.
5. Annual leave may be taken on a Critical Day the day before or after a school holiday for the following specific reasons:
 - a. Observance of religious holidays which fall on a regularly scheduled school calendar workday.
 - b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
 - c. Graduations of near relatives as defined in "b." above.
 - d. Required court appearances,
 - e. Deaths not covered by [DP330 NEG Bereavement Leave - Licensed](#).
 - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by policy [DP339 – Released Time—Professional](#).
 - g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
 - h. First year employees who notify their supervisor in writing that they are ill.
6. Annual leave may be taken on a Critical Day the day before or after a school holiday for other reasons under the following stipulations:

SUBJECT: ANNUAL LEAVE —LICENSED

- a. Based upon a maximum of one annual leave day for each 100 employees, annual leave shall be granted ~~on a Critical Day the day before or after a school holiday~~ without being required to pay ~~the 50% of the daily rate of a licensed employee on salary level one cost of a long-term substitute~~ provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
 - b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave without being required to pay ~~50% of the daily rate of a licensed employee on salary level one cost of a long-term substitute teacher~~. Written notification will be sent to all applicants.
 - c. Employees shall not be considered for paid annual leave ~~on a Critical Day the day before or after a school holiday~~ more than once during any contract year.
 - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
 - e. Licensed employees ~~not selected in 6.a. and 6.b. above who do not qualify for the window~~ but request an annual leave day must notify their principal five (5) working days prior to the date. ~~These e~~Employees shall be required to pay ~~50% of the daily rate of a licensed employee on salary level one the cost of a long-term substitute~~.
7. Annual leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
 - a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
 - b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
 - c. First year employees who notify their supervisor in writing that they are ill.
 8. Teachers may not take annual leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
 9. Annual leave days may not be used during parent/teacher conferences.
 10. Annual leave days may not be used to pursue other employment.
 11. Annual leave days may not be used on make-up days as the result of employee job action.

JORDAN SCHOOL DISTRICT

Statement of

P O L I C Y

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Page - 4 of 3

SUBJECT: ANNUAL LEAVE—LICENSED

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