

## Annual/Personal Leave Taken Before or After a Holiday 2020-2021

### 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 (Education Support Professionals), **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](mailto:licensedpersonalleave@jordandistrict.org)

Education Support Professionals employees must submit their request to [classifiedpersonalleave@jordandistrict.org](mailto: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
<b>Independence Day</b>	July 3, 2020	<b>May 19 – May 29, 2020</b>
<b>Pioneer Day</b>	July 24, 2020	<b>June 9 – June 19, 2020</b>
<b>Labor Day</b>	September 7, 2020	<b>July 24 – Aug. 3, 2020</b>
<b>Fall Recess</b> (All YRE, 228, 242, 245 Contracts)	October 23, 2020	<b>Sept. 8 – Sept. 18, 2020</b>
<b>Fall Recess</b> (180, 184, 187, 207, 206 Contracts)	October 19-23, 2020	<b>Sept. 4 – Sept. 14, 2020</b>
<b>Thanksgiving Recess</b> (242, 245 Contracts)	November 26-27, 2020	<b>Oct. 12 – Oct. 22, 2020</b>
<b>Thanksgiving Recess</b> (All YRE, 180, 184, 187, 207, 206, 228 Contracts)	November 25-27, 2020	<b>Oct. 11 – Oct. 21, 2020</b>
<b>Winter Recess</b> (180, 184, 187, 206, 207, 228 Contracts)	Dec. 21, 2020 - Jan. 1, 2021	<b>Nov. 6 – Nov. 16, 2020</b>
<b>Winter Recess</b> (All YRE Contracts)	Dec. 22, 2020 - Jan. 1, 2021	<b>Nov. 7 – Nov. 17, 2020</b>
<b>Winter Recess</b> (242, 245 Contracts)	Dec. 23, 2020 - Jan. 1, 2021 (245 works Dec 28-30)	<b>Nov. 8 – Nov. 18, 2020</b>
<b>Martin Luther King</b>	January 18, 2021	<b>Dec. 4 – Dec. 14, 2020</b>
<b>President's Day</b>	February 15, 2021	<b>Jan. 1 – Jan. 11, 2021</b>
<b>Spring Recess</b> (All YRE, 228, 242, 245 Contracts)	April 1-2, 2021	<b>Feb. 15 – Feb. 25, 2021</b>
<b>Spring Recess</b> (180, 184, 187, 207, 206 Contracts)	Mar. 29 – April 2, 2021	<b>Feb. 12 – Feb. 22, 2021</b>
<b>Memorial Day</b>	May 31, 2021	<b>April 16 – April 26, 2021</b>

See Jordan School District Policy DP335 NEG Annual Leave - Licensed

See Jordan School District Policy DP335B NEG Annual Leave – Education Support Professionals