

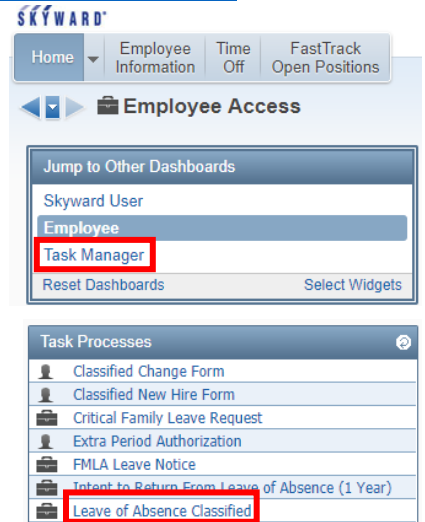
HR Leave of Absence Request Tutorial

[DP336 NEG- Leave of Absence \(1 Year\)-Licensed](#) and
[DP336B NEG- Leave of Absence \(1 Year\)- Education Support Professionals](#)

The Board recognizes that there are times when employees could benefit from a year’s leave of absence. As per policy [DP336 NEG](#) and [DP336B NEG](#), this leave could be used for any purpose which is substantially different from the employee’s current job assignment or duties, but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah.

To apply for Leave of Absence (1 Year), log on to Employee Access and submit the Leave of Absence Licensed/Classified. Once the HR Generalist has received the completed custom form, you receive notification **by mail (to the address in Skyward)** regarding your approval *after the appropriate HR Administrator has fully reviewed your request*. **Requests are required to be submitted at least 30 days prior to the requested start date. This leave does not apply to provisional employees.** Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

1. Log in to your [Employee Access](#). (If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)
2. Select “Task Manager” under the “Jump to Other Dashboards” widget.
3. Under “Task Processes” select “Leave of Absence (Licensed or Classified).”
4. Open the Leave of Absence form.



General

Click the "Open" button and complete the Leave of Absence form.

Custom Forms

Custom Profile Leave of Absence One-Year Classified Leave of Absence One-Year Classified

Leave of Absence Entry

1. General
2. Notes
3. Attachments
4. Choose Next Task

5. Enter information in all required fields and then click the “Save” button.

Requests for a leave of absence must be submitted at least thirty (30) days prior to the date of the anticipated leave.

By submitting this form, you are verifying that you have read and understand the District leave policies regarding Leaves of Absence. This information can be found on the District’s website. Correspondence will be sent to your home address.

Please verify your address is correct in Employee Access. If you need to change your address, call Human Resources at 801-567-8150 for instructions on how to request an address change in Employee Access.

Date Submitted:

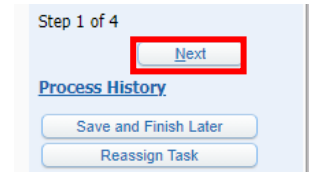
* Leave Reason:

* First Day of Leave:

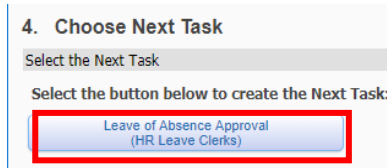
If Leave of Absence is for Other Employment, please describe.

Other Employment:

6. Click the “Next” button and enter Notes, as appropriate.



7. Click the “Next” button until you reach the final step “Choose Next Task.” Click the “Leave of Absence Approval” button to submit the Leave of Absence Request. An email will be sent to your District email account confirming the Leave of Absence request submission.



Questions regarding Leave of Absences leave should be directed to the HR Generalist at leaves@jordandistrict.org or 801-567-8249, or the appropriate HR Administrator.