

Annual/Personal Leave Taken Before or After a Holiday 2021-2022

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

ESP 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 5, 2021	May 21 – May 31, 2021
Pioneer Day	July 23, 2021	June 8 – June 18, 2021
Labor Day	September 6, 2021	July 23 – Aug. 2, 2021
Fall Recess (All 242, 245 Contracts)	October 21-22, 2021	Sept. 6 – Sept. 16, 2021
Fall Recess (180, 184, 187, 207, 206 Contracts)	October 18-22, 2021	Sept. 3 – Sept. 13, 2021
Thanksgiving Recess (242, 245 Contracts)	November 25-26, 2021	Oct. 11 – Oct. 21, 2021
Thanksgiving Recess (All 180, 184, 187, 207, 206, Contracts)	November 24-26, 2021	Oct. 10 – Oct. 20, 2021
Winter Recess (180, 184, 187, 206, 207, Contracts)	Dec. 20-31, 2021	Nov. 5 – Nov. 15, 2021
Winter Recess (242, 245 Contracts)	Dec. 23-31, 2021 (245 works Dec 28-30)	Nov. 8 – Nov. 18, 2021
Martin Luther King	January 17, 2022	Dec. 3 – Dec. 13, 2021
President's Day	February 21, 2022	Jan. 7 – Jan. 17, 2022
Spring Recess (All 242, 245 Contracts)	April 15 and 18, 2022	Mar. 1 – Mar. 11, 2022
Spring Recess (180, 184, 187, 207, 206 Contracts)	April 15 - 22, 2022	Mar. 1 – Mar. 11, 2022
Memorial Day	May 30, 2022	April 15 – April 25, 2022

See Jordan School District Policy DP335 NEG Annual Leave - Licensed

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