

## Annual/Personal Leave Taken Before or After a Holiday 2022-2023

### 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)**

**ESP 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:

<b>School Holiday</b>	<b>Date of Holiday</b>	<b>Window</b>
<b>Independence Day</b>	July 4, 2022	<b>May 20 – May 30, 2022</b>
<b>Pioneer Day</b>	July 25, 2022	<b>June 10 – June 20, 2022</b>
<b>Labor Day</b>	September 5, 2022	<b>July 22 – Aug. 1, 2022</b>
<b>Fall Recess</b> (All 242, 245 Contracts)	October 27-28, 2022	<b>Sept. 12 – Sept. 22, 2022</b>
<b>Fall Recess</b> (180, 184, 187, 207, 206 Contracts)	October 24-28, 2022	<b>Sept. 9 – Sept. 19, 2022</b>
<b>Thanksgiving Recess</b> (242, 245 Contracts)	November 24-25, 2022	<b>Oct. 10 – Oct. 20, 2022</b>
<b>Thanksgiving Recess</b> (All 180, 184, 187, 207, 206, Contracts)	November 23-25, 2022	<b>Oct. 9 – Oct. 19, 2022</b>
<b>Winter Recess</b> (180, 184, 187, 206, 207, Contracts)	Dec. 22, 2022-Jan. 2, 2023	<b>Nov. 7 – Nov. 17, 2022</b>
<b>Winter Recess</b> (242, 245 Contracts)	Dec. 26, 2022-Jan. 2, 2023 (245 works Dec 27-29)	<b>Nov. 11 – Nov. 21, 2022</b>
<b>Martin Luther King</b>	January 16, 2023	<b>Dec. 2 – Dec. 12, 2022</b>
<b>President's Day</b>	February 20, 2023	<b>Jan. 6 – Jan. 16, 2023</b>
<b>Spring Recess</b> (All 242, 245 Contracts)	March 30-31, 2023	<b>Feb. 13 – Feb. 23, 2023</b>
<b>Spring Recess</b> (180, 184, 187, 207, 206 Contracts)	March 28-31, 2023	<b>Feb. 11 – Feb. 21, 2023</b>
<b>Mid-Spring Recess</b>	April 24, 2023	<b>Mar. 10 – Mar. 20, 2023</b>
<b>Memorial Day</b>	May 29, 2023	<b>April 14 – April 24, 2023</b>

See Jordan School District Policy DP335 NEG Annual Leave - Licensed

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