

ESP Annual/Personal Leave Taken on a Critical Day 2023-2024

When to Request

An employee who wishes to take an annual/personal leave day on a critical day and does not wish to pay the equivalent of 40 percent of the employee’s daily rate, **must** make the request through the Human Resource Department during the window.

“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, the Critical Day is the day before or after that non-student attendance day when students are in attendance”.

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.

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. **If approved, you must give prior notification to your principal or supervisor at least one day in advance of the leave day.**

Windows for Critical Day requests are listed below:

School Holiday	Date of Holiday	Impacted Days	Window
Labor Day	Sept. 4, 2023	Sept. 1 and 5, 2023	July 21 – July 31, 2023
Fall Recess (242/245 Contract)	Oct. 26-27, 2023	Oct. 20 and 30, 2023	Sept. 11 – Sept. 21, 2023
Fall Recess (206 Contract)	Oct. 24-27, 2023	Oct. 20 and 30, 2023	Sept. 8 – Sept. 18, 2023
Fall Recess (180/184/187 Contract)	Oct. 23-27, 2023	Oct. 20 and 30, 2023	Sept. 8 – Sept. 18, 2023
Thanksgiving (242/245 Contract)	Nov. 23-24, 2023	Nov. 21 and 27, 2023	Oct. 9 – Oct. 19, 2023
Thanksgiving (180/184/187/206 Contract)	Nov. 22-24, 2023	Nov. 21 and 27, 2023	Oct. 8 – Oct. 18, 2023
Winter Recess (242/245 Contract)	Dec. 25, 2023 - Jan. 1, 2024	Dec. 21, 2023 and Jan. 3, 2024 (245 works Dec 27-29)	Nov. 10 – Nov. 20, 2023
Winter Recess (180/184/187/206 Contract)	Dec. 22, 2023 - Jan. 1, 2024	Dec. 21, 2023 and Jan. 3, 2024	Nov. 7 – Nov. 17, 2023
Martin Luther King	January 15, 2024	Jan. 12 and 17, 2024	Dec. 1 – Dec. 11, 2023
President’s Day	February 19, 2024	Feb. 16 and 20, 2024	Jan. 5 – Jan. 15, 2024
Spring Recess (242/245 Contract)	March 28-29, 2024	March 22 and April 1, 2024	Feb. 12 – Feb. 22, 2024
Spring Recess (206 Contract)	March 26-29, 2024	March 22 and April 1, 2024	Feb. 9 – Feb. 19, 2024
Spring Recess (180/184/187 Contract)	March 25-29, 2024	March 22 and April 1, 2024	Feb. 9 – Feb. 19, 2024
Memorial Day	May 27, 2024	May 24 and 28, 2024	April 12 – April 22, 2024

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