

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

When to Request

A licensed employee who wishes to take an annual/personal leave day on a Critical Day and does not wish to pay 50% of the daily rate of a licensed employee on salary level one, **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.

Licensed employees must submit their request to licensedpersonalleave@jordandistrict.org

The employee will receive an **email confirming receipt** of the request 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*	Critical Days	Window
Labor Day	Sept. 4, 2023	Sept. 1 and 5, 2023	July 21 – July 31, 2023
Fall Recess	Oct. 24-27, 2023	Oct. 20 and 30, 2023	Sept. 9 – Sept. 19, 2023
Thanksgiving Recess	Nov. 22-24, 2023	Nov. 21 and 27, 2023	Oct. 8 – Oct. 18, 2023
Winter Recess	Dec. 22, 2023 - Jan. 1, 2024	Dec. 21, 2023 Only**	Nov. 7 – Nov. 17, 2023
Martin Luther King	January 15, 2024	Jan. 12, 2024 Only**	Dec. 1 – Dec. 11, 2023
President’s Day	February 19, 2024	Feb. 16 and 20, 2024	Jan. 5 – Jan. 15, 2024
Spring Recess	March 26-29, 2024	March 22 and April 1, 2024	Feb. 10 – Feb. 20, 2024
Memorial Day	May 27, 2024	May 24 and 28, 2024	April 12 – April 22, 2024

*Holiday calendars for educators on a 207-day contract may vary from those listed

**January 3, 2024 and January 17, 2024 will not be considered Critical Days for the 2023-2024 school year.

See Jordan School District Policy DP335 NEG Annual Leave - Licensed