

## ESP Annual/Personal Leave Taken on a Critical Day 2024-2025

### 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](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. **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
<b>Labor Day</b>	Sept. 2, 2024	Aug. 30 and Sept. 3, 2024	<b>July 20 – July 30, 2024</b>
<b>Fall Recess</b>	Oct. 24-25, 2024	Oct. 18 and 29, 2024	<b>Sept. 10 – Sept. 20, 2024</b>
<b>Thanksgiving</b>	Nov. 28-29, 2024	Nov. 26 and Dec. 2, 2024	<b>Oct. 15 – Oct. 25, 2024</b>
<b>Winter Recess</b>	Dec. 24, 2024 - Jan. 1, 2025	Dec. 20, 2024 and Jan. 6, 2025 (245 works Dec 27, 30, 31)	<b>Nov. 10 – Nov. 20, 2024</b>
<b>Martin Luther King</b>	January 20, 2025	Jan. 17 and 22, 2025	<b>Dec. 7 – Dec. 17, 2024</b>
<b>President’s Day</b>	February 17, 2025	Feb. 14 and 18, 2025	<b>Jan. 4 – Jan. 14, 2025</b>
<b>Spring Recess</b>	April 3-4, 2025	March 28 and April 7, 2025	<b>Feb. 18 – Feb. 28, 2025</b>
<b>Memorial Day</b>	May 26, 2025	May 23 and 27, 2025	<b>April 12 – April 22, 2025</b>

**\*Holidays are based on the 245-day contract. Other ESP calendars may vary from those listed.**

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