



The following is an overview of the leave policies available to Jordan School District administrators. For a complete copy of District Policies, please visit:

<http://policy.jordandistrict.org/>

For leave forms, please visit: <https://hr.jordandistrict.org/leaves/>

Employees can view available leave day balances by logging onto Skyward Employee Access. For assistance, call the Help Desk at 801-567-8737.

*Any statements highlighted in red reflect changes or new policies in accordance with the 2025-2026 Negotiated Agreements.*

## LEAVE BENEFITS

### [DP335 NEG – Annual Leave \(link\)](#)

Employees are allocated annual leave each year based on their years of service. Please see policy for details. Unused annual leave will convert to sick leave at the end of the contract year. Employees need supervisor permission to take more than five days of annual leave in a row.

Unused personal leave days remain available for employee use. An employee may not use more than five (5) accumulated personal leave days in any contract year. Annual leave and personal leave should not be taken before or after a holiday and may not be taken during the first five days and last five days that students are in school, except under conditions outlined in this policy.

### [DP324 NEG – Sick Leave \(link\)](#)

Sick leave is intended for use by the employee only for personal health-related absences including recovery from illness, to attend medical appointments, accidents, surgery, or postpartum recovery, etc.

Employees requiring *more than 5 days* off of work should use sick leave in combination with FMLA leave and must complete the following: (1) submit a [leave request](#) in Skyward, (2) provide supporting [medical documentation](#) and (3) submit a [return to work release](#) **prior** to returning to work. A building principal or department director may require supporting medical documentation for absences lasting fewer than five days.

**The following require an online form in Skyward Employee Access:**

[Critical Family Leave](#)\*– Employees who have used at least five (5) annual leave days may apply to use some of their own sick leave to care for a critically ill immediate family member or a critically ill person residing on a permanent basis in the employee's home. The amount of Critical Family Leave is based on their employee type. See policies for details. Please also see FMLA.

[Adoption](#)\*– Employees may apply for critical family leave and use up to twenty (20) days of their own accrued sick leave to take actual custody of the child. Please also see FMLA.

[Employee-Funded Sick Leave Bank](#)\*– Employees are automatically enrolled into the Employee-Funded Sick Leave Bank through the donation of one (1) annual leave day each year. Employees wishing to opt out of participation in the Sick Leave Bank must do so in Skyward by **September 1st** of each year for current employees and by **October 1st** for **first-year employees**. Employees who provide medical documentation, and who have not opted out of Sick Leave Bank participation may apply to utilize days from the Sick Leave Bank.

## Admin Leave Policy Overview

Employees must use all accrued sick and annual leave days and if applicable, all vacation and up to 5 personal leave days, prior to utilizing approved days from the Sick Leave Bank.

Compensation may be reduced if the employee's accrued leave at the beginning of the leave does not meet policy guidelines.

The number of Sick Bank days allowable is determined by continuous years of service as outlined in the policy. *The Sick Leave Review Committee meets monthly.*

**\*Must be approved. Submit request in Skyward and submit medical documentation to the HR Generalist: [leaves@jordandistrict.org](mailto:leaves@jordandistrict.org)**

### [DP375- Vacation for Administrative Personnel \(link\)](#)

Administrators will receive twenty (20) vacation days frontloaded on July 1 each contract year. Administrators earn these days pro rata during the contract year. Vacation days may not be accumulated from one year to the next, however, unused vacation days allowed for the previous year may be used through December 31 of the current year with approval of immediate supervisor. School administrator vacation days are to be used when school is not in session (non-student days). School administrators may use up to five (5) of their vacation days when school is in session provided that the vacation leave is pre-approved by a supervisor. Taking three (3) or more vacation days in a row when school is in session requires approval fourteen (14) days in advance by the appropriate Administrator of Schools.

## OTHER LEAVE BENEFITS-PAID and UNPAID

### [DP380 – Postpartum Recovery/Parental Leave \(link\)](#)

**Postpartum Recovery-** Benefit eligible employees shall receive up to three (3) consecutive calendar weeks of postpartum recovery leave, to recover from childbirth that occurs at 20 weeks or greater gestation, in addition to any other applicable leave for which the employee is already eligible.

**Parental-** Benefit eligible employees shall receive up to three (3) consecutive calendar weeks of parental leave for the birth or adoption of a child, or the appointment of legal guardianship of a child or incapacitated adult, to be taken within the first six (6) months of the child's birth, adoption or legal appointment, in addition to any other applicable leave for which the employee is already eligible. Parental leave runs consecutively to postpartum recovery leave for an employee utilizing postpartum recovery leave. Employees shall not be paid for non-contract days occurring during the postpartum/parental leave period. Please see FMLA for information on how to request this leave.



### [DP330 NEG – Bereavement Leave \(link\)](#)

Employees are eligible to utilize up to eight (8) bereavement days, without pay deduction, in the event of the death of a spouse, daughter, son or any other person residing in the home who have assumed the role of spouse, daughter or son; up to three (3) bereavement days, without pay deduction, in the event of the death of the employee's or spouse's father, mother, grandchild, brother, sister, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law or other person residing in the employee's home. **Additional**

travel time may be approved based on policy provisions.

If the death of the employee's mother or father results in the loss of the only remaining parent, up to three (3) days may be taken without pay loss to deal with estate issues. These days must be taken within one (1) calendar year of the parent's death. **Time entry in Employee Access and Absence Management should include the relationship to the deceased, date of death and location of service.**

#### DP334 – Military Leave (link)

Absences for military service will be granted to employees upon receipt of official orders or other official documentation to the HR Generalist. All National Guard and Reserve members are required to provide a copy of orders, the drill schedule, or other type of documentation to the District as soon as available and, when possible, before the commencement of military leave. A DD214 must be supplied at the end of applicable military leave.



annual

#### DP337 NEG – Leave of Absence (15 DAYS-Unpaid) (link)

In the event that an employee has a serious or compelling need for a leave of absence, a request may be made in writing to the Principal/Director with final approval by the appropriate Administrator of Schools for **unpaid leave time**. This request must be made and approved prior to leave being taken. Employees shall not be granted more than fifteen (15) days leave of absence under this policy in any three-year period.

Time Entry Guidelines	
	Recommended Description
Leave Type/Code	Licensed
Annual/Personal	Leave reason preferred but not required
Sick	Leave reason preferred, but not required (medical appointments, sick, etc.)
Other Leave Types- Special Reason Code	
Postpartum Recovery/Parental Leave	Please see FMLA.
No Pay Days (15 in 3 years)	Leave reason, approval date from AOS
Excused Absence District Excused	Name of training event
Professional Development	Name of training event
Bereavement	Relationship, date of passing, location of services (city, state), last remaining parent information (if applicable)
FMLA	Reason for leave (birth/adoption of child, serious health of self or family member, etc.)
Worker's Compensation	Date of injury
Jury Duty	Jury Duty or Witness in Court for the District (Does not apply to an employee who is party to litigation or involved in non-District litigation.)
Military Leave	Reason for leave (drill, AT, school name, etc.) and dates of leaves beginning to end date

## Admin Leave Policy Overview

**Special Note:** The distribution of leave benefits varies based on the length of the workday outlined in the contractual agreement (average number of hours an employee is expected to work each day). Any contracted employee working less than 1.0 full time equivalent should review the **"Time Off Information"** and "Time Off Instructions" information located on the Payroll web page under the "Employee Resources" subsection.

<https://payroll.jordandistrict.org/employee/>

#### DP354A NEG – Attendance Incentive (link)

Employees will be assigned a point value based on the total number of absences according to the following:

Four (4) absences for 5.5 points

Five (5) absences for 3.0 points

Six (6) absences for 1.5 points

### EXTENDED LEAVE BENEFITS

#### DP322 – Family Medical Leave Act (link)

Employees who meet eligibility requirements (12 months of employment and 1250 hours worked in the 12 months preceding the leave) may be eligible for up to a maximum of 12 weeks of leave in a contract year for a qualifying medical event. Employees must use all applicable accrued leave days **concurrently** with FMLA leave within the provisions of District leave policies. If an employee has exhausted all leave benefits, the remaining FMLA leave will be unpaid. This leave may be used intermittently when medically necessary.

Employees are encouraged to apply **at least** 30 days prior to the start of leave (or as soon as possible, if leave is unscheduled) and submit necessary forms to Human Resources. Forms and additional resources regarding FMLA are available on the HR Leaves website: <https://hr.jordandistrict.org/fmla/> Following FMLA, an employee must return to work for a minimum of thirty (30) days, or the District may recover the health insurance premiums paid if unpaid leave was taken. The designated FMLA period used by Jordan School District is based on a fixed 12- month period beginning July 1 and ending June 30. During this leave, the District will continue to cover its portion of the medical insurance benefits.

#### DP332 NEG – Educational Leave (link)

If the Board authorizes educational leaves for the contract year, applications for educational leaves shall be submitted to the Local Professional Improvement Committee by **February 1**.

#### DP333 NEG – Sabbatical Leave (link)

If the Board authorizes sabbatical leaves for the contract year, applications for sabbatical leaves shall be submitted to the Local Professional Improvement Committee by **February 1**.

#### DP336 NEG – Leave of Absence (1 YEAR) (link)

The Board recognizes that there are times when an employee could benefit from a one (1) year leave of absence. This leave may be used for any purpose which is substantially different from the employee's current job assignment or duties, but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah. This leave may not extend beyond one (1) contract year.