



The following is an overview of the leave policies that are available to Jordan School District licensed employees. For a complete copy of District Policies, please visit: <http://policy.jordandistrict.org/>

For leave forms, please visit: workatjordan.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 in accordance with the 2019-2020 Negotiated Agreement.

LEAVE BENEFITS

[DP324 NEG – Sick Leave \(link\)](#)

Sick leave is intended to be used to attend to the medical needs of an employee such as, for the recovery from illness, to attend doctor's appointments, accidents, surgery, or maternity. Employees requiring *more than 3 days* off work may use sick leave in combination with FMLA leave and must complete: (1) [leave request](#) along with (2) supporting [medical documentation](#) and (3) [return to work release](#) **prior** to return to work. A building principal or department director may require supporting medical documentation for absences lasting fewer than three days.

Family Sick – An employee may use up to three days of his/her own accumulated sick leave to attend to the health care needs of immediate family members. These leave days are separated in your leave balances each year and unused family sick days are moved to your sick leave July 1 each year.

The following require an online form in Skyward Employee Access:

[Critical Family Leave](#)*– Employees who have used all family sick and at least two (2) days of personal leave may apply to use a maximum of twelve (12) days 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.

[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.

[Employee-Funded Sick Leave Bank](#)*– Employees who provide medical documentation and who have donated one sick leave day annually to the Employee- Funded Sick Leave Bank may apply for days from the Sick Leave Bank. Employees wishing to opt out of donation to the Sick Leave Bank must do so by **September 1st** of each year. Employees must use all accrued sick, family, and personal leave days prior to utilizing approved days from the Sick Leave Bank. Penalties may apply if accrued leave does not meet policy guidelines. The number of Sick Bank days allowable is determined by years of service as outlined in the policy. The Sick Leave Review Board meets monthly.

***Must be approved. Submit request and verification to the HR Generalist: jane.olsen@jordandistrict.org**

Admin Leave Policy Overview

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

Employees are allocated two (2) days per year for personal leave. Unused personal leave days accumulate. An employee may not use more than five (5) personal leave days in a contract year, should not be taken before or after a holiday, or during the first five days and last five days that students are in school, except under conditions outlined in this policy.

[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. School administrator vacation days are to be used when school is not in session (non-student days). Year-Round Education (YRE) administrators are exempted from this requirement. School administrators, not including YRE 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.

[DP370 NEG – Alternative Leave \(link\)](#)

Each eligible licensed employee is allocated one (1) day of alternative leave per year at the cost of a long- term substitute.

OTHER LEAVE BENEFITS-PAID and UNPAID

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

Employees are eligible to utilize up to eight (8) days, without pay deduction, in the event of the death of a husband, wife, daughter, or son; up to three (3) 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 NEG –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 annual 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.

[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 and 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
Sick	Reason preferred, but not required (dr appt, sick, ect.)
Family Sick	Relationship
Personal	Purpose preferred but not required
Alternative	Purpose preferred but not required
Other Leave Types- Special Reason Code	
No Pay Days (15 in 3 years)	Purpose, 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	Relationship, reason for leave (surgery, birth of child, care of child, care of parent, ect.)
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	Purpose of leave (drill, AT, school name, ect.) and dates of leaves beginning to end date

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 “Sick Leave Allowance” and “Leave Time Clarification” information located on the Payroll web page under the Guidelines subsection. (<http://jordandistrict.org/departments/payroll/>)

[DP354A NEG – Attendance Incentive \(link\)](#)

Jordan District pays an attendance incentive to contracted employees who have completed one contract year and who have two or fewer sick, family sick, personal, or unpaid leave absences during the school year. Attendance incentive amounts are calculated based on the number of eligible employees, number of absences, and negotiated policies.

Admin Leave Policy Overview

EXTENDED LEAVE BENEFITS

[DP322 – Family Medical Leave Act \(link\)](#)

Employees who meet eligibility requirements (12 months of employment and 1250 hours worked in the preceding 12 months) may be eligible for a maximum of 12 weeks in a contract year for a qualifying medical event.

Employees must use all 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.

Maternity Leave- absences related to the birth of a child fall under to the FMLA policy. The District allows for paid leave to be utilized during the physical recovery from delivery (typically 6 to 8 weeks based on delivery type), any time taken beyond physical recovery will be unpaid. If an employee does not have enough leave time or sick bank to cover the 6 to 8 weeks, the remaining leave time will be unpaid.

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:

workatjordan.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 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.