

SUBJECT: ANNUAL LEAVE —EDUCATION SUPPORT PROFESSIONALS

**I. Board Directive**

It is the directive of the Board to allow each employee working 30 or more hours per week annual leave time as indicated below and authorizes the Administration to implement policy regarding annual leave for education support professionals.

**II. Administration Policy**

The Annual Leave Policy shall be administered in accordance with the following administrative policy provisions.

A. Each eligible employee of the District shall be allowed annual leave in accordance to the following schedule at no cost to the employee:

Continuous Service:	Days per year:
Years 1 through 5	9 days per year
Years 6 through 10	13 days per year
Years 11 through 15	14 days per year
Years 16 and beyond	15 days per year

1. Continuous service includes an approved leave of absence, sick bank, military and/or FMLA leave.
2. A resignation or retirement constitutes a “break in service.”
3. Employees returning to Jordan School District following a break in service will receive a new continuous service date reflecting the date of their return.
4. District seniority will be based on the new continuous service date.

B. Employees hired after a contract year has started shall receive annual leave benefits on a prorated basis for the remainder of that year.

C. Unused annual leave will convert to sick leave at the end of the contract year and will accumulate to provide additional leave for personal health-related absences.

D. The following provisions must be followed:

1. Effective July 1, 2020, Personal Leave and Sick Leave allocations were combined into the new Annual Leave allocation with no future allocations toward the old Personal Leave. However, accumulated unused Personal Leave remains available for employee use. An employee may not use more than five (5) accumulated Personal Leave days in any contract year. The remaining policy provisions below apply whether the leave is Annual Leave or accumulated Personal Leave.

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2. Employees need supervisor permission to take more than five days annual leave in a row. For health-related absences, see DP322 - Family and Medical Leave Act (FMLA).
3. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
4. Annual leave may be taken the day before or after a school holiday for the following specific reasons:
  - a. Observance of religious holidays which fall on a regularly scheduled work day.
  - b. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - c. Graduations of near relatives as defined in "2." above.
  - d. Required court appearances.
  - e. Deaths not covered by [DP330B—Bereavement Policy](#).
  - f. Conferences and conventions which relate to the individual employee's work assignment and are not covered by [DP339 – Released Time - Professional](#).
  - g. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
  - h. First year employees who notify their supervisor in writing that they are ill.
5. Annual leave may be taken the day before or after a school holiday for other reasons under the following stipulations:
  - a. Based upon a maximum of one annual day for each 100 employees, not to be less than nine (9), annual leave shall be granted the day before or after a school holiday without being required to pay the equivalent of 40 percent of the employee's daily rate, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
  - b. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take annual leave. Written notification will be sent to all applicants.
  - c. Employees shall not be considered for paid annual leave the day before or after a school holiday more than once during any contract year.
  - d. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
  - e. Education support professionals who request an annual leave day on the day before or after a school holiday, but who are not among the first qualified applicants shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least five (5) working days in advance.
6. Annual leave shall not be taken during the first five (5) days and last five (5) days that students are in school except under the following conditions:
  - a. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.

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- b. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- c. First year employees who notify their supervisor in writing that they are ill.
- 7. Annual leave days may not be used to pursue other employment.
- 8. Annual leave days may not be used on make-up days as the result of employee job action.

Revision history 7/13/10, 5/24/16, 2/27/18

2/25/2020: Board of Education approved the term "Education Support Professionals" to replace "Classified" to describe personnel not licensed as educators.

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