



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

For leave forms, please visit: employment.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 2022-2023 Education Support Professionals Negotiated Agreement.

LEAVE BENEFITS

[DP335B NEG – Annual Leave \(link\)](#)

Annual leave allocations of sick leave, family sick, and personal leave have been combine to become one annual allocation of annual leave.

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.

Accumulated 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 or during the first five days and last five days that students are in school, except under conditions outlined in this policy.

[DP326 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 medical appointments, accidents, surgery, or maternity.

Employees requiring *more than 5 days* off work should 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 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 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. 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 who provide medical documentation and who have donated one annual 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 and **October 1st** for first-year

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employees.

Employees must use all accrued sick and annual 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 Committee meets monthly.*

***Must be approved. Submit request in Skyward and verification to the HR Generalist: rebecca.eastman@jordandistrict.org**

[DP344 – Vacation Schedule \(link\)](#)

All employees who are employed full-time on a twelve-month basis are eligible to participate in the vacation program. The vacation accrual schedule is outlined in this policy. No vacation time will be allowed before the vacation days have been earned. Vacation days may not be accumulated from one year to the next. **Unused vacation days allowed for the previous year may be used through December 31 of the current year.**

OTHER LEAVE BENEFITS-PAID and UNPAID

[DP380 – Maternity/Parent Leave \(link\)](#)

Maternity- Benefit eligible employees shall receive six consecutive weeks of maternity leave, to be used when the child is born, in addition to any other leave for which the employee is already eligible.



Parent- Benefit eligible employees shall receive two weeks of parent leave, to be taken during the first year of the child's life, in addition to any other leave for which the employee is already eligible. A parent taking maternity leave is not eligible for parent leave. Please see FMLA for information on how to request this leave.

[DP330B 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, if a sub is needed, should include the relationship to the deceased, date of death and location of service.

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[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 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.



[DP337B 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	Education Support Professionals
Annual	Leave reason preferred but not required
Sick	Leave reason preferred, but not required (medical appointments, sick, etc.)
Personal	purpose preferred but not required
Vacation	purpose preferred but not required
Other Leave Types- Special Reason Code	
Maternity/Parent Leave	Please see FMLA
No Pay Days (15 in 3 years)	Leave reason, approval date from AOS
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 (surgery, birth of child, care of child, care of parent, 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

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.

[\(https://payroll.jordandistrict.org/\)](https://payroll.jordandistrict.org/)

[DP354B NEG – Attendance Incentive \(link\)](#)

Revised to include annual leave days in the calculation of the low absences incentive.

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 \(FMLA\) \(link\)](#)

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.

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: employment.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.

[DP336B 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.