



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: <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 Education Support Professionals Negotiated Agreement.*

## LEAVE BENEFITS

### DP335B 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.

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 on Critical Days, and may not be taken during the first five days and last five days that students are in school, except under conditions outlined in the annual leave policy.

### DP326 NEG – Sick Leave (link)

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

Employees requiring *more than 5 days* off of work should use sick leave in combination with FMLA leave, if applicable, and must complete the following: (1) submit a [FMLA 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 up to 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 request to 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](#)\*– Eligible 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. Eligible 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.

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Employees must miss a minimum of 15 contract days and use all accrued sick and annual leave days (vacation, if applicable) prior to utilizing approved days from the Sick Leave Bank. No leave may be accrued by the employee while using sick bank days. Annual leave deductions will be taken from the leave allocation for the following year.

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 provide medical certification to the HR Generalist: [leaves@jordandistrict.org](mailto:leaves@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 the vacation leave 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 – 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.

### 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.



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### [DP330B 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, step-daughter or 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 in Absence Management if a sub is needed, should include the relationship to the deceased, date of death and location of service.**

### [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 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.

## 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 12 months preceding the leave) may be eligible for a maximum of up to 12 weeks of unpaid 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 District 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.

### [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. Leave can extend for up to one (1) calendar year.

Time Entry Guidelines	
	Recommended Description
Leave Type/Code	Education Support Professionals
Annual/Personal	Leave reason preferred but not required
Sick	Leave reason preferred, but not required (medical appointments, sick, etc.)
Vacation	purpose preferred but not required
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
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

**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 Instructions"** and "Time Off Information" located on the Payroll web page under the "Employee Resources" subsection.

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

### [DP354B 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