

JORDAN SCHOOL DISTRICT
Patrice Johnson Ed.D., Superintendent of Schools
West Jordan, Utah

Intradistrict Communication

DATE: May 16, 2019

TO: All Principals and Directors

FROM: June LeMaster, Ph.D., Administrator, Human Resources
Administrator of Schools

SUBJECT: Employee Attendance at Relative's Graduation Exercises

This year, all high school graduation exercises are on Thursday, May 30th, with the exception of Valley High on Wednesday, May 29th.

Principals and Directors are encouraged to direct parents or grandparents who may wish to attend these graduations, but who are scheduled to work in their own locations to District Policy DP335 NEG and DP335B NEG. This policy specifically states: "Personal leave shall not be taken during the first five days and last five days that students are in school except...to attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control."

Since graduation scheduling is beyond the employees' control, it is desirable that immediate supervisors will cooperate and provide employees who may fall into this category, an opportunity to attend graduation ceremonies of family members.

Licensed employees are responsible for requesting a substitute through the Absence Management system, if applicable. In the blue "Notes to Administrator" box, the employee should add "graduation" along with his/her relationship to the graduate.

For additional assistance, please contact Juli Martin in the sub office at 801-567-8219.

Cc: Administrators of Schools

JL/am