

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

Intradistrict Communication

DATE: March 24, 2016

TO: All Principals and Directors

FROM: June LeMaster, Ph.D., Administrator, Human Resources
Travis Hamblin, Administrator, Licensed
Brent Burge, Administrator, Classified

SUBJECT: Employee Attendance at Relative's Graduation Exercises

For the past several years, Jordan School District high school graduations have been scheduled off-campus and starting times have varied considerably. This year, high school graduation exercises are on Thursday, June 2nd.

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

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

Any questions should be directed to the appropriate Administrator of Schools.

Cc: Administrators of Schools

JL/am