

## JAM/JEM Notification

### Title: Fall Recess Annual/Personal Leave Lottery Request

If you are a contracted employee and need to take Annual/Personal Leave before or after Labor Day for any reason not listed in policy [DP335NEG](#) or [DP335B](#), you must submit a request as follows:

#### How to Request

During the window, the employee must send the request through **email**. Please include your name, school, position, and the date you are requesting the leave. Requests left on voicemail or over the phone will **NOT** be accepted.

**Licensed employees submit their request to [licensedpersonalleave@jordandistrict.org](mailto:licensedpersonalleave@jordandistrict.org)**

**Education Support Professionals submit their request to [classifiedpersonalleave@jordandistrict.org](mailto:classifiedpersonalleave@jordandistrict.org)**

The employee will receive an **email confirmation within two working days** after submitting the request. If the employee does not receive a confirmation email, then Human Resources has **NOT** received your request and your leave will not be approved.

School Holiday	Date of Holiday	Window
<b>Fall Recess</b> (All 242, 245 Contracts)	October 21-22, 2021	<b>Sept. 6 – Sept. 16, 2021</b>
<b>Fall Recess</b> (180, 184, 187, 207, 206 Contracts)	October 18-22, 2021	<b>Sept. 3 – Sept. 13, 2021</b>

<https://employment.jordandistrict.org/wp-content/uploads/sites/34/PersonalLeaveBeforeAfterHoliday-21-22-updated-1.pdf>