**JEM Notification**

**Title: Labor Day 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](https://policy.jordandistrict.org/dp335_neg/) or [DP335B](https://policy.jordandistrict.org/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**

**Education Support Professionals submit their request to** **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.

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| **School Holiday** | **Date of Holiday** | **Window** |
| **Labor Day** | September 6, 2021 | **July 23 – Aug. 2, 2021** |

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