



payroll.jordandistrict.org

Parent/Teacher Conference

Elementary Schools Nov 10-11 (evening)
(Comp day Nov 12)

DP335

Annual/Personal days may not be used during
parent/teacher conferences.

Thanksgiving Recess

- All Traditional, 206/207 contracts Nov 24-26
 -*Nov 23rd day before holiday*
 -*Nov 29th day after holiday*
- All 242, 245 contracts Nov 25-26
 -*Nov 24th day before holiday*
 -*Nov 29th day after holiday*

DP 335NEG and DP335B

Contracted employees using an
Annual/Personal leave day before or after a
holiday for any reason not listed in
DP335NEG or DP335B, or that has not been
approved through the HR lottery, will be
docked.

(Licensed \$138 or ESP 40% of daily rate)

If applicable, please note the specific
reason from the policy when recording the
leave day in Skyward.

Please refer to policy for further clarification.

November 2021

Payroll Due	Nov 2
Direct Dep Changes by	Nov 10
View Pay Check	Nov 20
Pay Day	Nov 24

True Time Deadlines

Date Range Oct 4 – Oct 31

Employee Submittal	Nov 3
First Approval	Nov 5
Final Approval	Nov 9