

## Licensed Annual/Personal Leave Taken on a Critical Day 2024-2025

### When to Request

A licensed employee who wishes to take an annual/personal leave day on a Critical Day and does not wish to pay 50% of the daily rate of a licensed employee on salary level one, **must** make the request through the Human Resource Department during the window.

*“Critical Days are the first student attendance days before or after a school holiday. If a non-student attendance day falls before or after a school holiday, the Critical Day is the day before or after that non-student attendance day when students are in attendance”.*

### 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 must submit their request to [licensedpersonalleave@jordandistrict.org](mailto:licensedpersonalleave@jordandistrict.org)

The employee will receive an **email confirming receipt** of the request 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.

**If approved, you must give prior notification to your principal or supervisor at least one day in advance of the leave day.**

Windows for Critical Day requests are listed below:

School Holiday	Date of Holiday*	Critical Days	Window
Labor Day	Sept. 2, 2024	Aug. 30 and Sept. 3, 2024	July 20 – July 30, 2024
Fall Recess	Oct. 21-25, 2024	Oct. 18 and 29, 2024	Sept. 7 – Sept. 17, 2024
Thanksgiving Recess	Nov. 27-29, 2024	Nov. 26 and Dec. 2, 2024	Oct. 14 – Oct. 24, 2024
Winter Recess	Dec. 23, 2024 - Jan. 3, 2025	Dec. 20, 2024 and Jan. 6, 2025	Nov. 9 – Nov. 19, 2024
Martin Luther King	January 20, 2025	Jan. 17 and 22, 2025	Dec. 7 – Dec. 17, 2024
President’s Day	February 17, 2025	Feb. 14 and 18, 2025	Jan. 4 – Jan. 14, 2025
Spring Recess	April 1-4, 2025	March 28 and April 7, 2025	Feb. 16 – Feb. 26, 2025
Memorial Day	May 26, 2025	May 23 and 27, 2025	April 12 – April 22, 2025

**\*Holiday calendars for educators on a 207-day contract may vary from those listed**

**See Jordan School District Policy DP335 NEG Annual Leave - Licensed**