

JEM/JAM Notification

Title: President's Day Critical Day Annual/Personal Leave Lottery Request

If you are a contracted employee and need to take Annual/Personal Leave on a Critical Day before or after President's 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

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.

School Holiday	Date of Holiday	Critical Days	Window
President's Day Licensed & ESP	February 16, 2026	Feb. 12 and 17, 2026	Jan. 2 – Jan. 12, 2026

*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.

Licensed

<https://hr.jordandistrict.org/wp-content/uploads/sites/34/AnnualPersonalLeaveBeforeAfterHoliday-25-26-Licensed.pdf>

ESP

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