

## Personal Leave Taken Before or After a Holiday 2008-2009

### When to Request

An employee who wishes to take a personal leave day before or after a holiday and does not wish to either pay the cost of the long-term substitute (licensed) or lose 40 percent of a day's pay (classified), **must** make the request through the Human Resource Department during the window. **Prior notification must be given to the principal or supervisor at least one day in advance of the request for leave.**

### How to Request

During the window, the employee may come to the Department of Human Resources or they may phone in the request during the workday. The employee **must not** leave the necessary information on voice mail. The secretary receiving the request will complete a letter/form that denotes the date and time the request was made.

**Licensed** employees call Shelly Miller at **567-8219**  
**Classified** employees call Lynn Ann Day at **567-8218**

If you cannot reach Shelly or Lynn Ann, call Robyn Goldy at 567-8214 and she will take your request.

Dates of holidays for request are listed below:

<u>School Holiday</u>	<u>Date of Holiday</u>	<u>Window</u>
Pioneer Day	July 24, 2008	June 9 - June 19
Labor Day	September 1, 2008	July 18 - July 28
Fall Recess	October 16-17, 2008	Sept 2 - Sept 10
Thanksgiving Recess	November 27-28, 2008	Oct. 13 - Oct. 23
Winter Recess (traditional)	Dec. 22 - Jan. 5 2009	Nov. 7 - Nov. 17
Winter Recess (year-round)	Dec. 24 - Jan. 5 2009	Nov. 10 - Nov. 19
Martin Luther King Day	January 19, 2009	Dec. 5 - Dec. 15
President's Day	February 16, 2009	Jan. 2 - Jan. 12
Spring Recess (traditional)	April 9 - 13, 2009	Feb. 23 - March 2
Spring Recess (year-round)	April 9-10, 2009	Feb. 23 - March 2
Memorial Day	May 25, 2009	April 13 - April 20

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**SUBJECT: Personal Leave—Certificated**

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I. **Board Policy**

It is the policy of the Board to allow each certificated employee personal leave time as indicated below.

II. **Administration Policy**

The Personal Leave Policy shall be administered in accordance with the following guidelines:

Guidelines

Each eligible certificated employee of the district shall be given two (2) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.

The following guidelines must be followed:

- A. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- B. Personal leaves may be taken the day before or after a school holiday for the following specific reasons:
  - 1. Observance of religious holidays which fall on a regularly scheduled school calendar work day.
  - 2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the employee.
  - 3. Graduations of near relatives as defined in "2." above.
  - 4. Required court appearances,
  - 5. Deaths not covered by Bereavement Policy.
  - 6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
- C. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
  - 1. Based upon a maximum of one personal day for each 200 150 employees, personal leave shall be granted the day before or after a school holiday without being required to pay the cost of a longterm substitute provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
  - 2. One the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take personal leave without being required to pay the cost of a long-term substitute teacher. Written notification will be sent to all applicants.
  - 3. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
  - 4. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.

5. Certificated employees who do not qualify for the window but request a personal leave day must notify their principal five (5) working days prior to the date. Employees shall be required to pay the cost of a long-term substitute.
- D. Personal leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
  1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparent or the same to one's spouse or any other person who is a member of the same household as the employee.
  2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- E. Teachers may not take personal leave days during the four (4) days of contract time not involving students but may, through correlation with the principal, arrange to exchange one of these days for another non-contract day.
- F. Personal leave days may not be used during parent/teacher conferences.
- G. Personal leave days may not be used to pursue other employment.
- H. Personal leave days may not be used on make-up days as the result of employee job action.

**JORDAN SCHOOL DISTRICT**

Statement of . . .  
**P O L I C Y**

Number: DP335B  
 NEG  
 Effective: 10/28/75  
 Revision: 6/12/07

**SUBJECT: Personal Leave—Classified**

**I. Board Policy**

It is the policy of the Board to allow each employee personal leave time as indicated below.

**II. Administration Policy**

The Personal Leave Policy shall be administered in accordance with the following guidelines:

Guidelines

Each eligible employee of the district shall be given two (2) days per year personal leave at no cost to the employee. Employees hired after a contract year has started shall receive personal leave benefits on a prorated basis for the remainder of that year. Each employee may accumulate unused personal leave. An employee may not use more than five (5) accumulated personal leave days in any contract year.

The following guidelines must be followed:

- A. Except in unusual circumstances, prior notification must be given to the immediate supervisor at least one (1) day in advance.
- B. Personal leaves may be taken the day before or after a school holiday for the following specific reasons:
  1. Observance of religious holidays which fall on a regularly scheduled work day.
  2. Family weddings of near relatives including children, father, mother, brothers, sisters, grandchildren, grandparents, or the same to one's spouse or any other person who is a member of the same household as the

- employee.
  - 3. Graduations of near relatives as defined in "2." above.
  - 4. Required court appearances.
  - 5. Deaths not covered by Bereavement Policy.
  - 6. Conferences and conventions which relate to the individual employee's work assignment and are not covered by the Professional Leave Policy.
- C. Personal leaves may be taken the day before or after a school holiday for other reasons under the following stipulations:
- 1. Based upon a maximum of one personal day for each 150 employees, personal leave shall be granted the day before or after a school holiday without being required to pay the cost of a long-term substitute, provided the request is filed with the Human Resources Department at least 35 calendar days but not more than 45 calendar days before the holiday.
  - 2. Classified employees who request a personal leave day on the day before or after a school holiday, but who are not among the first 17 applicants shall be required to pay the equivalent of 40 percent of the employee's daily rate and apply for the leave at least 5 working days in advance.
  - 3. On the first working day after the application deadline, numbers will be randomly generated which will identify those employees authorized to take a personal leave. Written notification will be sent to all applicants.
  - 4. Employees shall not be considered for paid personal leave the day before or after a school holiday more than once during any contract year.
  - 5. Employees who have not registered prior to the deadline will not be allowed to fill unused slots.
- D. Personal leave shall not be taken during the first five days and last five days that students are in school except under the following conditions:
- 1. To attend the wedding of a near relative including child, father, mother, brother, sister, grandchild, grandparents or same to one's spouse or any other person who is a member of the same household as the employee.
  - 2. To attend to personal or business matters which require the employee's attendance and scheduling is beyond the employee's control.
- E. Personal leave days may not be used to pursue other employment.

These policies have been developed and approved by the Jordan School District Board of Education for exclusive use within Jordan School District. Any use by a person or organization outside of Jordan School District is not authorized by the school district. Jordan School District bears no responsibility for such unauthorized use or adaptation of the policies of Jordan School District. Any party copying or revising these policies for its own use does so at its own risk and responsibility as to applicability and legal sufficiency.