

ESP Annual/Personal Leave Taken on a Critical Day 2025-2026

When to Request

An employee who wishes to take an annual/personal leave day on a critical day and does not wish to pay the equivalent of 40 percent of the employee's daily rate, **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.

ESP employees must 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. **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. 1, 2025	Aug. 29 and Sept. 2, 2025	July 18 – July 28, 2025
Fall Recess	Oct. 23-24, 2025	Oct. 17 and 27, 2025	Sept. 8 – Sept. 18, 2025
Thanksgiving	Nov. 27-28, 2025	Nov. 25 and Dec. 1, 2025	Oct. 13 – Oct. 23, 2025
Winter Recess	Dec. 24, 2025 - Jan. 2, 2026	Dec. 19, 2025 and Jan. 5, 2026	Nov. 9 – Nov. 19, 2025
Martin Luther King	January 19, 2026	Jan. 16 and 21, 2026	Dec. 5 – Dec. 15, 2025
President's Day	February 16, 2026	Feb. 12 and 17, 2026	Jan. 2 – Jan. 12, 2026
Spring Recess	April 2-3, 2026	March 27 and April 6, 2026	Feb. 16 – Feb. 26, 2026
Memorial Day	May 25, 2026	May 22 and 26, 2026	April 10 – April 20, 2026

***Holidays are based on the 245-day contract. Other ESP calendars may vary from those listed.**

See Jordan School District Policy DP335B NEG Annual Leave – Education Support Professionals