

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

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

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. 1, 2025	Aug. 29 and Sept. 2, 2025	July 18 – July 28, 2025
Fall Recess	Oct. 21-24, 2025	Oct. 17 and 27, 2025	Sept. 6 – Sept. 16, 2025
Thanksgiving Recess	Nov. 26-28, 2025	Nov. 25 and Dec. 1, 2025	Oct. 12 – Oct. 22, 2025
Winter Recess	Dec. 22, 2025 - Jan. 2, 2026	Dec. 19, 2025 and Jan. 5, 2026	Nov. 7 – Nov. 17, 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	March 31- April 3, 2026	March 27 and April 6, 2026	Feb. 14 – Feb. 24, 2026
Memorial Day	May 25, 2026	May 22 and 26, 2026	April 10 – April 20, 2026

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

See Jordan School District Policy DP335 NEG Annual Leave - Licensed