

Leave of Absence (1 Year)

[DP336 NEG – Leave of Absence \(1 Year\)—Licensed](#)

[DP336BNEG – Leave of Absence \(1 Year\)—Education Support Professionals](#)

The Board recognizes that there are times when employees could benefit from a year's leave of absence. As per policy DP336 NEG and DP336B NEG, this leave could be used for any purpose which is substantially different from the employee's current job assignment or duties, but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah.

To apply for Leave of Absence (1 Year), log on to Employee Access and submit the Leave of Absence Licensed/ESP. Once the HR Generalist has received the completed custom form, you receive notification by mail (to the address in Skyward) regarding your approval after the appropriate HR Administrator has fully reviewed your request. Requests are required to be submitted at least 30 days prior to the requested start date. This leave does not apply to provisional employees. Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

Questions regarding Sick Bank should be directed to leaves@jordandistrict.org or 801-567-8249.

3 Open the form and then click the green Start

4 Fill out form and click Submit Form.

5 Close current tab. Keep going!

1 Select "My Tasks & Processes"

2 Click "Start a Process" and select "Sick Bank Request"

6 Last Step: Check the done box and click green check mark