

Licensed Annual/Personal Leave Taken on a Critical Day 2026-2027

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 the Critical Day requests are listed below:

School Holiday	Date of Holiday*	Critical Days	Window
Labor Day	Sept. 7, 2026	Sept. 4 and Sept. 8, 2026	July 24 – Aug. 3, 2026
Fall Recess	Oct. 20-23, 2026	Oct. 16 and 26, 2026	Sept. 5 – Sept. 15, 2026
Thanksgiving	Nov. 25-27, 2026	Nov. 24 and 30, 2026	Oct. 11 – Oct. 21, 2026
Winter Recess	Dec. 21, 2026 - Jan. 1, 2027	Dec. 18, 2026 and Jan. 4, 2027	Nov. 6 – Nov. 16, 2026
Martin Luther King	Jan. 18, 2027	Jan. 14 and 19, 2027	Dec. 4 – Dec. 14, 2026
President’s Day	Feb. 15, 2027	Feb. 11 and 16, 2027	Jan. 1 – Jan. 11, 2027
Spring Recess	Mar. 29-Apr. 2, 2027	Mar. 25 and Apr. 5, 2027	Feb. 12 – Feb. 22, 2027
Memorial Day	May 31, 2027	May 28 and June 01, 2027	Apr. 16 – Apr. 26, 2027

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

See Jordan School District Policy DP335 NEG Annual Leave - Licensed