Jordan School District Human Resources

7387 S. Campus View Drive • West Jordan, 84088
PHONE: 801-567-8150 • FAX: 801-567-8056
www.jordandistrict.org
April Gaydosh, Administrator, Human Resources

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

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 the Critical Day requests are listed below:

School Holiday	Date of Holiday*	Critical Days	Window
Labor Day	Sept. 7, 2026	Sept. 4 and 8. 2026	**July 24 – Aug. 3, 2026**
Fall Recess	Oct. 22-23, 2026	Oct. 16 and 26, 2026	**Sept. 7 – Sept. 17, 2026**
Thanksgiving	Nov. 26-27, 2026	Nov. 24 and 30, 2026	**Oct. 12 – Oct. 22, 2026**
Winter Recess	Dec. 24, 2026 - Jan. 1, 2027	Dec. 18, 2026 and Jan. 4, 2027	**Nov. 9 – Nov. 19, 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	March 29-30, 2027	Mar. 25 and April 5, 2027	**Feb. 12 – Feb. 22, 2027**
Memorial Day	May 31, 2027	May 28 and June 01, 2027	**April 16 – April 26, 2027**

***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