

Request for Approval of Personal Leave

Discretionary Leave as per Board Policy DEC (Local)

Request for personal leave (discretionary leave as per Board Policy DEC Local/Regulation) must be submitted to the principal/administrator, at least three days prior to the requested date of absence.

Leave Date(s) Requested: _____

Substitute needed: Yes _____ No _____ (Do not contact the Aesop System until approved.)

Request submitted by:

Printed Name

Signature

Date of Request

Board Policy DEC (Local)

REQUEST
FOR LEAVE

A written request for discretionary personal leave shall be submitted to the immediate supervisor in advance in accordance with administrative regulations. Use of personal leave on any specific day is subject to approval of the supervisor. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

SCHEDULE
LIMITATIONS

Discretionary leave shall not be allowed for instructionally-related personnel on the day before a school holiday, the day after a school holiday, the first or last day of a grading period, days scheduled for state-mandated tests, or professional or staff development days.

Approval/Denial

(Copy of approval/denial must be provided to requestor)

Approved Denied If denied, reason: _____

Principal/Administrator Signature _____ Date _____