

BEEVILLE INDEPENDENT SCHOOL DISTRICT

Request for Discretionary Personal Leave with Extenuating Circumstances

Discretionary: Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. Discretionary personal leave may not be taken for more than **five (5)** consecutive days without prior approval by the immediate supervisor or designee. Person requesting Discretionary Personal Leave:

Name: _____ Campus: _____

Date of Discretionary Personal Leave: _____

Extenuating Circumstances for Discretionary Personal Leave:

Signature of Employee

Date

APPROVED _____

DENIED _____

Immediate Supervisor

Date