

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

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee at least three days in advance of the anticipated absence. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes. **[See DEC(LEGAL)]**

SCHEDULE LIMITATIONS

Discretionary use of state personal or local personal leave shall not be permitted for instructionally related personnel on the day before a school holiday, the day after a school holiday, days scheduled for state-mandated assessments, or professional development days.

Approval/Denial

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

Approved Denied If denied, reason: _____

Principal/Administrator Signature _____ Date _____