



CLEVELAND INDEPENDENT SCHOOL DISTRICT

Discretionary Leave Request Form

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

To Be Completed By Employee	
Employee Name:	
Employee ID Number:	
Campus/Department:	
Position:	
Requested Leave Date(s): (mm/dd/yyyy)	
Employee Signature:	
Date Submitted:	
Time Submitted:	

DEC Local: Discretionary Request for Leave

The employee shall submit a written request for discretionary use of personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. 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. Discretionary use of state personal leave shall not exceed three consecutive workdays.

To Be Completed By Supervisor			
Leave Request:	Approved		Denied
Reason for Denial <i>(if applicable)</i> :			
Supervisor Signature:			
Date:			