

# Commerce ISD

## Guidelines for Granting Personal Leave Day for B.E.S.T. Mentor Teachers

B.E.S.T. mentor teachers may be granted the equivalent of one (1) personal leave day per year in exchange for mentoring a teacher new to CISD.

These days do not accumulate and they must be used during the year they were earned.

**The building principal shall be notified in writing at least three (3) working days in advance** for all requests. Final approval is dependent upon the principal’s agreement that the mentee has had training and mentoring throughout the school year and that the mentor’s absence will not disrupt the normal operation of the school. Mentor leave days must be taken during the month of April; however, leave will not be granted for STAAR testing days.

### B.E.S.T Mentor Teacher Personal Leave Request

Name \_\_\_\_\_ Campus \_\_\_\_\_

Grade/Assignment \_\_\_\_\_ Date of Absence \_\_\_\_\_

Name of Mentee Teacher \_\_\_\_\_

**To be completed by the building principal**

In my best professional judgment, I affirm that the mentor teacher named above has fulfilled the duties of a mentor teacher and his/her absence will not cause unnecessary disruption to the school day.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Please return to Payroll Office, Central Administration Building, along with the Absence from Duty form