



Telephone (956) 969-6619
Fax (956) 969-6932

Weslaco Independent School District

Human Resources Department

319 West 4th Street
P.O. Box 266
Weslaco, TX 78599-0266



Dr. Richard Rivera
Superintendent of Schools

STAFF MEMBER REQUEST

FOR LEAVING CENTRAL OFFICE, CAMPUS & DEPARTMENTS EARLY

I need to leave on: _____ at _____
[DATE] [TIME]

REASON FOR REQUEST

☐ Dr. Appt. ☐ School ☐ Emergency ☐ Other (please specify)

For the Purpose: _____

Signature of Staff Member: _____

Campus/Department: _____

Approved: YES ☐
NO ☐

BY: _____
[Principal/Administrator]

DATE: _____

Leave of Absence Categories:

- ☐ Personal Leave – State (PLS)
☐ Personal Business (PB)
☐ Compensatory Time
☐ Documentation Supporting Leave is Attached