



## Discretionary Leave Request Form

Employee Name (Printed): \_\_\_\_\_

Date(s) of Discretionary Leave Request: \_\_\_\_\_

Please note that Discretionary Leave requires **three-day prior notice**. You are allowed five of these per year but only three consecutive days are permitted (except with special permission ten-days in advance through Human Resources Development Department).

Also please note that Discretionary Leave is subtracted from Personal Necessity Leave.

There is a maximum of eight percent of certificated bargaining unit members who may use Discretionary Leave at a site at one time. You will receive a copy of approval/disapproval of your request based on this percentage maximum. Discretionary Leave is granted on a first-come, first-served basis.

As with all absences, you must enter your absence in Smart Find Express online at <https://visalia.eschoolsolutions.com> or by telephone at 559-827-4527.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved

Disapproved

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_