



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEC
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Use of State Discretionary Days - 2023	

The following guidelines apply when employee requests the use of state discretionary leave:

DISCRETIONARY VS. NON-DISCRETIONARY LEAVE

Employees must differentiate the way state personal leave is used.

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick accumulated before May 30, 1995 [See DEC(LEGAL)].
2. Discretionary use of leave is at the individual employee’s discretion, subject to limitations set out below. The employee shall submit a written request for discretionary use of state 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

In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

EXCEPTIONS

Employees may submit a written request to the Superintendent or designee (Executive Director of Human Resources) and for consideration for state exceptions to the guidelines listed above.