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

Weslaco Independent School District

Human Resources Department

Janie D. Ybarra-Rodriguez, Assistant Superintendent for Human Resources
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** ☐ **BY:** _____
[Principal/Administrator]
NO ☐

DATE: _____

Leave of Absence Categories:

☐ Personal Leave – State (PLS)

☐ Personal Business (PB)

☐ Compensatory Time

☐ Documentation Supporting Leave is Attached

Weslaco ISD does not discriminate on the basis of race, religion, age, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973, as amended.