

FRIENDSWOOD ISD  
 REQUEST FOR DISCRETIONARY PERSONAL LEAVE  
 THREE (3) BUSINESS DAYS NOTICE REQUIRED

I am requesting that I be granted personal business leave on the following date(s). Check all that may apply to your absence:

	DATE(S)/DAY(S)	FULL DAY-1/2 am-1/2 pm
<input type="checkbox"/> 3 or more days or Leave without Pay	_____	_____
<input type="checkbox"/> Before/After a School Holiday	_____	_____
<input type="checkbox"/> Before/After a Grading Period	_____	_____
<input type="checkbox"/> On a Professional/Staff Development/ PLC Day	_____	_____

Explanation for Request:

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Employee Name (print)	Employee Signature	Date
Principal Signature	<u>Approve/Deny (circle one)</u>	Date
Superintendent Signature	<u>Approve/Deny (circle one)</u>	Date

**\*Please return form to Benefits and Leave Department for processing\***

On pages 22-23 of the Employee Handbook, you will find this information regarding Discretionary Leave:

**DISCRETIONARY LEAVE (PERSONAL BUSINESS LEAVE)**

The state provides 5 days of personal leave called discretionary leave.

**1. USE OF DISCRETIONARY LEAVE**

Discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of ten percent of campus employees permitted to be absent at the same time for discretionary personal leave. The supervisor or designee shall consider the effect of the employee's absence on the educational program or district operations, as well as the availability of substitutes.

**2. REQUEST FOR LEAVE**

A notice of request for discretionary personal leave shall be submitted in writing to the immediate supervisor or designee in advance of the anticipated absence. Requests for more than five consecutive days shall be made directly to the Superintendent.

**3. DURATION OF LEAVE**

Discretionary personal leave may not be taken for more than five consecutive workdays without Superintendent approval. No more than ten days of discretionary leave may be used per school year.

**4. SCHEDULE OF LIMITATIONS**

Discretionary leave shall not be allowed on the day before or after a grading period, the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, or on days scheduled for state or standardized tests, unless approval is granted by the campus Principal or department Director. Discretionary leave shall not be allowed on days scheduled for professional or staff development, unless approval is granted by the Superintendent.