



Administrator Discretionary Day Request and Record Sheet

As per the TRS Administrators Handbook:

Discretionary Days for Secondary Associate Principals and Elementary Principals

Secondary associate principals are eligible for 9 discretionary days to be utilized **outside the regularly calendared 220 days**. Elementary principals are eligible for 5 discretionary days to be utilized **outside the regularly calendared 210 days**. The days are to be approved by the appropriate Executive Director. The form to document the reason and specific dates may be obtained from the Executive Director's office.

Prior to work relating to the discretionary day(s), this form must be completed and approved.

Please note: Days can only be requested in whole or half day increments. The requested days cannot be days already scheduled on your work calendar. Please submit a separate form if reasons for the requested day(s) are different.

Printed Name of Principal or Associate Principal _____

Date(s) Requested: _____

_____ Half Day

_____ Full Day

Reason:

Signature: _____ Date: _____

Principal Approval (FOR SECONDARY USE ONLY):

My signature indicates that I have been informed of the need for the discretionary day(s) and that I approve of the activity:

Principal Signature

Date

Executive Director Approval:

My signature indicates that I have been informed of the need for the discretionary day(s) and that I approve of the activity:

Executive Director Signature

Date

Please submit with signatures and intact to the Human Resource Office.

Distribution: *Original*—Payroll *Yellow*—HR *Pink*—Exec. Director *Green*—Principal *Gold*—AP