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Weslaco Independent School District

Human Resources Department

Dr. Janie D. Wbarra-Rodriguez, Assistant Superintendent for Human Resources
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Weslaco, TX 78599-0266



Dr. Richard Rivera
Superintendent of Schools

STAFF MEMBER REQUEST FOR LEAVING CENTRAL OFFICE, CAMPUS & DEPARTMENTS EARLY

Employee Name: _____ ID#: _____

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 ☐

NO ☐

BY: _____
[Principal/Administrator]

DATE: _____

Leave of Absence Categories:

- ☐ Personal Leave – State (PLS)
- ☐ Personal Business (PB)
- ☐ Compensatory Time
- ☐ Documentation Supporting Leave is Attached