



South San Antonio ISD

Request for Discretionary Personal Leave

Two (2) Business Days Notice Required

Date(s)/Day(s) Requesting (more than three (3) days requires Superintendent or Designee approval):

Explanation for request:

Type of Leave: Local State Other

**Approval is based on available leave. If leave is exhausted prior to request, leave will result in loss of wages. **

**Consideration will be based on the educational program or department operations as well as the availability of substitutes.

Employee Name/Campus or Department Employee Signature Date

Principal/Dept. Signature Approve Deny Date

Superintendent or Designee Signature Approve Deny Date

In Board Policy DEC (Legal), DEC(Local) and on page 26 of the Employee Handbook, you will find information regarding Discretionary Leave:

1. Use of Discretionary Leave – The supervisor shall consider the effect of the employee’s absence on the educational program, district operations, as well as availability of substitutes.
2. Request for Leave – A notice of request for discretionary personal leave shall be submitted in writing to the immediate supervisor of designed two days in advance of the anticipated absence. Requests for more than three consecutive days shall require approval from both the Principal/Dept. Supervisor and the Superintendent or Designee.
3. Duration of Leave – **Discretionary personal leave may not be taken for more than three consecutive workdays without the Superintendent or designee approval.** No more than ten days of discretionary leave may be used per school year unless approved by the Principal/Dept. Supervisor and the Superintendent or Designee.