

Dr. Daniel King, Superintendent of Schools



REQUEST FOR PERSONAL LEAVE

Employee's Name: _____

Employee ID Number: _____

School or Department: _____ Assignment: _____
Classification (Professional, Clerical/Technical, Manual Trades)

Date(s) of Requested Leave: _____

Employee's Signature: _____ Date: _____

PLEASE CHECK THAT REQUEST MEETS WITH POLICY REQUIREMENTS AND THAT EMPLOYEE HAS DAYS AVAILABLE; OTHERWISE HE/SHE WILL BE DOCKED ACCORDINGLY.

Approved Disapproved

Supervisor's Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

SEND ORIGINAL TO SUPERINTENDENT'S OFFICE - TWO DAYS PRIOR TO ANTICIPATED ABSENCE, WE WILL SUBMIT ORIGINAL FORM TO PAYROLL DEPARTMENT.

KEEP A COPY AND ATTACH IT TO THE ABSENCE REPORT - PAYROLL OFFICE WILL MATCH ORIGINAL FORM WITH YOUR COPY.

RE: PSJA School Board Policy DEC(LOCAL)

State Personal Leave - Discretionary: To be taken at the individual employee's discretion, subject to limitations set out below.
Use of Discretionary Leave: A notice of request for discretionary personal leave shall be submitted to the principal or designee two (2) days in advance of the anticipated absence; discretionary personal leave shall be granted on a first-come, first-served basis.
Request for Leave: Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary within 24 hours of receipt of this request.
Duration of Leave: Discretionary personal leave may not be taken for more than two consecutive days, except in extenuating circumstances as determined by the Superintendent.
Schedule Limitations: Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, day scheduled for TAKS tests, or staff development days.