



Request for Discretionary State Personal Leave

Current Date: _____

Employee ID # _____

Employee Name: _____

Campus: _____

Date(s) of Discretionary Personal Leave Requested _____

- I understand that I can use discretionary personal leave for up to five (5) workdays per semester as stated in the Employee Handbook.
- I understand that discretionary personal leave may not be taken for more than two (2) consecutive days and will result in a dock in pay.
- I understand that the use of discretionary personal leave on a day not allowable according to the Discretionary Leave Calendar may result in a dock in pay.
- I understand that this form must be submitted to my principal or supervisor at least 3 days in advance of the anticipated absence.

Reason for request: _____

Employee Signature

Date

Principal/Supervisor Signature

Date Received by Principal/Supervisor

Principal/Supervisor recommendation for approval: YES NO

**Principal submits this form to Superintendent if the discretionary leave request does not meet administrative guidelines.*

****This portion is to be completed by the Superintendent or Designee. The completed form should be returned to the employee. Please CC the following: Human Resources, Payroll, Campus Principal, and Superintendent***

Approved by Superintendent or Designee? YES NO

Reason for denial _____

Superintendent or Designee Signature

Date

Discretionary Personal Leave Administrative Guidelines

Discretionary—to be taken at the individual employee’s discretion for which it is possible to set a schedule in advance.

In the best interest of students and with the difficulties of providing substitutes on certain days, it is a requirement that discretionary leave shall not be allowed in the following circumstances:

- The day before a school holiday (all employees)
- The day after a school holiday (all employees)
- The days scheduled for end-of-semester or end-of-year exams (instructional employees)
- The days scheduled for professional or staff development (instructional employees)
- Discretionary personal leave may not be taken for more than two consecutive days.

The supervisor may decline discretionary leave requests if warranted by extenuating circumstances, i.e., unavailability of substitute and disruption of the workplace. Use of personal leave on any specific day is subject to approval of the supervisor. See GCCISD DEC (LOCAL) for more information regarding use of state personal leave.

The Goose Creek Consolidated Independent School District (An Equal Opportunity Employer) does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or any other basis prohibited by law.