

GOOSE CREEK CISD

Request for Discretionary State Personal Leave

Employees are entitled to discretionary use of state personal leave (NOTE: some employees may also be entitled to non-discretionary state leave under district policy DEC). This form is to be used whenever an employee requests discretionary state personal leave. An employee wishing to take discretionary state personal leave must submit a completed request form to his or her principal or supervisor **3 days** in advance of the anticipated absence. In deciding to approve state personal leave, the principal or supervisor will consider the effect of the employee's absence on the educational programs, as well as the availability of substitutes. Up to five days may be used for personal leave during each semester. See GCCISD DEC (LOCAL) for more information regarding use of state personal leave.

Discretionary leave shall not be approved under the following circumstances:

1. Days before or after a school holiday.
2. Days scheduled for end-of-semester or end-of-year exams, applicable to instructional employees only.
3. Days scheduled for administration of state-mandated assessments, applicable to instructional employees only.
4. Days scheduled for professional or staff development days, applicable to instructional employees only.
5. Requests for more than 2 consecutive personal business days.

Current Date: _____

Date(s) of Leave Requested: _____

Employee's Name: _____ Employee's Email: _____

If seeking an exception to the above limitations on use of discretionary leave, please provide the reason for the leave request: _____

Recommendation for Approval **Recommendation for Denial**

Reason for Denial: _____

Date: _____ Principal/Supervisor: _____

Campus/Department: _____

Request is Approved **Request is Denied**

Reason for Denial: _____

Date: _____ Superintendent or Designee: _____

The Goose Creek Consolidated Independent School District 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.