



# North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

## PERSONAL LEAVE REQUEST (DISCRETIONARY)

**DEFINITION:** Discretionary personal leave is to be taken at the individual employee's discretion for which it is possible to set a schedule in advance. Use of this leave must be requested in advance and is subject to approval by the supervisor. Use of this leave shall not be considered approved unless the supervisor notifies the employee.

Discretionary personal leave **may not** be taken for more than 3 consecutive days except in extenuating circumstances as determined by the supervisor. DEC (LOCAL)

Date of Request: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Campus/Department Location: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Total # of Days Requested: \_\_\_\_\_

Specific Dates Requested: \_\_\_\_\_

**I understand that use of leave in excess of leave available is a violation of policy DEC (LOCAL).**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Approved       Not Approved

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Copy to:      Employee  
                 Supervisor