

Carrizo Springs Consolidated Independent School District

300 N. 7th Street Carrizo Springs, Texas 78834

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 5 consecutive days except in extenuating circumstances as determined by the supervisor. DEC (LOCAL)

Date of Request: _____

Employee Name: _____

Campus/Department Location: _____

Supervisor Name: _____

Total # of Days Requested: _____

Specific Dates Requested: _____

Employee Signature Date

Approved Not Approved

Supervisor Signature Date

If the date(s) requested above are before, after a school holiday, scheduled for end of year or semester exams, scheduled for state mandated assessments and professional staff development, this request must be forwarded to the Superintendent for review and approval.

Approved Not Approved

Superintendent's Signature Date

*Note: Unpaid Dates _____

Copy to: Employee
Supervisor
Payroll*