

Mabank ISD

Request for Discretionary State Personal Leave

Completed form **must** be submitted to immediate supervisor/campus principal at least **5 days** in advance of the requested leave.

Employee Name: _____ Date of Request: _____

Campus/Dept.: _____ Position: _____

Date(s) of discretionary leave days requested: _____

Use of Discretionary Leave

Discretionary leave shall be taken at the individual employee's discretion, subject to prior approval by the immediate supervisor. Approval of discretionary personal leave shall be considered based on the availability of substitutes, effect of absence on the educational program, and district/department operations.

Guidelines

Discretionary leave may not be used to extend days off before or after breaks, holidays, or designated professional development days. An employee will be docked their daily rate of pay for leave on these days, except under extenuating circumstances as determined by the superintendent or designee. An employee may submit a written request to the superintendent to waive the salary reduction. See MISD Board Policy DEC (Local) and the MISD Employee Handbook for more information regarding use of state personal leave.

Employee Signature

Date

SUPERVISOR USE ONLY

Request Approved

Request Denied

Reason(s) for Denial:

Request does not meet guideline. (See guidelines above)

Request was not received 5 or more days prior to requested leave.

Other Reason: _____

Principal/Supervisor Signature

Date