

Commerce ISD

Request for Discretionary Personal Leave

A request for discretionary personal leave shall be submitted to the principal seven days in advance of the anticipated absence. Discretionary personal leave shall be granted on a first-come, first-served basis, with a maximum of 10 percent of campus employees in each category permitted to be absent at the same time. Five days are available (per year); however, requests should not exceed three consecutive days as per Board policy. The request should be considered granted unless the principal notifies the employee to the contrary within 72 hours of the requested absence.

Name _____ Date _____

Number of days requested _____

Dates requested _____

Please print out, sign and send to principal or supervisor.

Signature

Request Granted _____ Request Denied _____

Comments _____

Principal's signature _____