

Birdville Independent School District
DISCRETIONARY LEAVE
APPROVAL REQUEST FORM
FOR USE OF STATE PERSONAL LEAVE DAYS

Completed form must be submitted to your immediate supervisor/campus principal prior to the requested leave.

Date of Request

Employee's Name

Campus
Department

Employee's Position

Employee's ID
[PeopleSoft ID #]

Date(s) of discretionary leave days requested: (Not to exceed five (5) days)

Definition

Discretionary (personal) leave is defined as accumulated state personal leave taken at the individual employee's preference (discretion) for which it is usually possible to set a schedule in advance.

Use of Discretionary Leave

Discretionary leave shall be taken at the individual employee's discretion, **subject to prior approval by the immediate supervisor**. Use of discretionary personal leave shall be considered granted unless the immediate supervisor notifies the employee to the contrary, within a reasonable period of time prior to the anticipated absence. Employees may appeal negative decisions to the appropriate associate superintendent.

Guidelines

Duration of Leave - Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the immediate supervisor.

Schedule Limitations - Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for state tests, the first or last day of instruction, nor on professional or staff development days, except with prior approval by the immediate supervisor (based on work schedule).

POLICY DEC (LOCAL)

I understand the guidelines above.

Name of Prearranged Substitute

Name of Employee Requesting Leave

The employee should complete portion above and choose the 'Submit for Approval' button to email this request to supervisor for approval.

SUPERVISOR USE ONLY

Supervisor should complete the information below and then choose the 'Approved/Denied' button to return this form via email to the employee requesting leave.

REQUEST APPROVED

REQUEST DENIED

Reason(s) for Denial:

Request does not meet guidelines. (See guidelines above)

Request was not received within a reasonable period of time.

Other Reason/Please list details:

Immediate Supervisor/Campus Principal

Date