

VICTORIA INDEPENDENT SCHOOL DISTRICT

Request for Discretionary Leave

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor **5 days** in advance of the anticipated absence. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational programs, as well as the availability of substitutes.

Scheduled Limitations include:

1. Days before or after a school holiday
2. Days scheduled for TAKS or STAAR testing on your campus.
3. Days scheduled for district or campus Staff Development
4. Requests for more than 3 consecutive personal business days.

Current Date: _____

Date(s) Requesting Leave _____

Employee's Name: _____ Employee's Email: _____

Reason for Request: _____

Campus Principal/Supervisor's Name: _____

Request is Approved

Request is Denied

Reason for Denial: _____

Date: _____

**Executive Director of
Human Resources:**

Approved

Denied

Reason for Denial: _____

Date: _____ Greg Bonewald, Ed. D.: _____

Superintendent of Schools: **Approved** **Denied**

Reason for Denial: _____

Date: _____ R. Jaklich: _____

The Victoria Independent School District does not discriminate against any employee or applicant for employment because of race, color, religion, gender, national origin, age, disability, military status, genetic information or any other basis prohibited by law.

An Equal Opportunity Employer