

McLEAN INDEPENDENT SCHOOL DISTRICT

REQUEST FOR DISCRETIONARY LEAVE

Note: A written request for use of discretionary leave or personal leave should be submitted to the principal or immediate supervisor five (5) working days in advance of the anticipated absence, in accordance with DEC (Regulation)

Name _____ Job Title _____

Campus/Department _____

Date(s) of requested leave _____

Employee's signature _____ Date _____

Leave requests shall be granted or denied in accordance with DEC (Legal) and (Local).

_____ Granted

_____ Denied for the following reasons

Supervisor's signature _____ Date _____

Note: A copy of this form, with approval, must be forwarded to the business office when the leave is taken.