

This form is used to request discretionary personal leave (maximum 3 consecutive workdays). Submit at least 5 workdays in advance and verify your leave balance before requesting. Your supervisor will respond based on operational needs and coverage availability. After approval, you must follow campus/department procedures for entering leave. Your campus or department uses this form to track and manage leave requests. Reference Board Policy DEC(LOCAL) for complete leave guidelines.

KEY REQUIREMENTS:

- **Advance Notice:** I am submitting this request at least FIVE (5) days in advance
- **Duration Limit:** Discretionary personal leave shall not exceed three (3) consecutive workdays
- **Pay Structure:** First three (3) days are paid (if leave available); additional days are unpaid

Note: This form shall only be completed if the employee's absence is not related to another type of leave (Military/FMLA/TDL/Jury Duty/Bereavement)

SECTION A: EMPLOYEE

SUPPORTING DOCUMENTATION IS OPTIONAL

Employee Name:

Employee #:

Campus/Location:

Additional Information (optional):

Date(s) Requesting: From:

To:

Total Days:

I understand that even if my supervisor approves this leave, I will be docked if the absence falls under one of the circumstances listed above, and that any requested leave days beyond three (3) days will be unpaid and deducted accordingly.

Employee Signature:

Date:

SECTION B: SUPERVISOR

Leave Type Tracking: Indicate how many days fall into each category

Personal Days (Paid)*

*First 3 days if the employee has available leave

Additional Days (Unpaid)

Days beyond the 3-day allotment

Decision:

Approved

Disapproved

Principal/Director Signature:

Date:

GENERAL STEPS:

1. **Print Form:** DISD Website → STAFF LINKS → Employee Information → Discretionary Personal Leave Request Form
Google Drive → Business Services → Payroll → Forms for Download
2. **Complete Form:** Fill out all required fields
3. **Submit to Supervisor:** Employee submits completed form to their Principal/Director
4. **Director Submits to Payroll Department:** Director forwards approved/disapproved form to Payroll
5. **Payroll Department Review/Calculates Dock Amount:** Payroll reviews and calculates any deductions
6. **Notification:** Payroll notifies employee and director of the amount to be docked (if applicable)

FOR OFFICE USE ONLY:

Dock Amount: Click or tap here to enter text.