## Woodville I. S. D. Discretionary Personal Leave Request

As stated in WISD Board Policy **DEC** (**LOCAL**):

- All persons regularly employed in the District shall earn an additional three workdays of local personal leave per school year, concurrently with state leave.
- Local personal leave shall be noncumulative and shall be taken with the substitute's rate of pay (or a proportionate amount established by the board by personnel classification) deducted for each local leave day used.

**Instructions:** Please complete this form and submit request to principal/supervisor for approval at least 3 days in advance of the anticipated absence.

This form will be returned to you; please attach to your "Absent from Duty Report".

Date of Re	quest:		
Employee:	<u> </u>		
Campus or	Department:		<del></del>
Date of Rec	quested Leave:		
Approved by	•		
	Principal /Supervisor	Date	