

KERMIT INDEPENDENT SCHOOL DISTRICT

EMPLOYEE REQUEST
FOR
DISCRETIONARY LEAVE
(Personal Business Leave)

Date: _____ (FOR OFFICE USE ONLY: _____)
[Time Clocked In]

To: Campus Administrator

From: _____

I am requesting one two day(s) of discretionary personal leave for the date(s) of _____ . I understand that discretionary personal leave will be granted on a first-come, first-serve basis, with a maximum of three(3) campus employees permitted to be absent at the same time for discretionary personal leave. I also understand that you, as the campus administrator, will notify me if the request is granted or denied, at least 48 hours prior to the requested day of absence. I also am aware that this request must be submitted to the designated campus administrator at least five (5) days in advance of the anticipated absence.

Employee's Signature

Initials
(Received by the Campus
Administrator)

Date

.....
Dear _____,

Your request for discretionary personal leave for _____ has been approved/denied. The reason for the denial is:

- ____ 1. Request was not within designated time frame.
- ____ 2. Three other requests have already been submitted/approved for the date requested.
- ____ 3. The request violates board policy concerning dates discretionary leave shall not be allowed.

Campus Administrator's Signature

Date