

EXHIBIT A

REQUEST FOR DISCRETIONARY LEAVE

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**Note:** *A written request for use of discretionary leave or personal leave must be submitted to the principal or immediate supervisor \_\_\_\_\_ days in advance of the anticipated absence, in accordance with DEC(LOCAL).*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Job title

\_\_\_\_\_  
Campus/Department

\_\_\_\_\_  
Date(s) of requested leave

Leave requests shall be granted or denied in accordance with DEC(LEGAL) and (LOCAL).

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date

Granted

Denied for the following reason(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Supervisor's signature

\_\_\_\_\_  
Date

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**Note:** *A copy of this form, with approval, must be attached to the Absence From Duty Report when the leave is taken.*

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