VICTORIA INDEPENDENT SCHOOL DISTRICT
Request for Discretionary Leave

Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor 5 days in advance of the anticipated absence. In deciding to approve personal leave, the supervisor or designee shall consider the effect of the employee’s absence on the educational programs, as well as the availability of substitutes.

Scheduled Limitations include:
1. Days before or after a school holiday
2. Days scheduled for TAKS or STAAR testing on your campus.
3. Days scheduled for district or campus Staff Development
4. Requests for more than 3 consecutive personal business days.

Current Date: __________________________

Date(s) Requesting Leave: __________________________

Employee’s Name: __________________________ Employee’s ID: __________________________

Reason for Request: __________________________

________________________________________

Campus: __________________________

CAMPUS PRINCIPAL / SUPERVISOR: ☐ Approved ☐ Denied

Reason for Denial: __________________________

Date: _______________ Supervisor’s Signature: __________________________

Assistant Superintendent of Human Resources: ☐ Approved ☐ Denied

Reason for Denial: __________________________

Date: _______________ Dr. Greg Bonewald: __________________________

Superintendent of Schools: ☐ Approved ☐ Denied

Reason for Denial: __________________________

Date: _______________ Dr. Quintin Shepherd: __________________________

The Victoria Independent School District does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age for admission, treatment, or participation in its educational programs, services and activities, or employment.

Equal Opportunity Employer