

Discretionary Leave Request

Discretionary Leave is paid time off from work that is foreseeable and planned. A+ Charter Schools' policy states "Discretionary personal leave may not be taken the last week of the school year, on scheduled in-service and /or training days, on scheduled state testing dates or immediately before or after holidays.

The Superintendent/CEO must approve all requests for discretionary personal leave that exceeds three consecutive days and/or is requested during a prohibited time.

The Campus Principal and Superintendent will review this request and determine whether an exemption to this policy will be granted.

The employee must submit this request at least five days in advance of the requested date.

Section 1: Discretionary Leave Request

Employee Name _____ Campus: DISTRICT _____

Date(s) of Discretionary Leave: _____

Justification for Proposed Discretionary Leave:

Employee's Signature: _____ Date: _____

Section II: Approvals

Superintendent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____