

DAYTON INDEPENDENT SCHOOL DISTRICT
Denial/Duration of State Leave

School Board Policy DEC Local – Leaves and Absences

STATE PERSONAL LEAVE - The Board requires employees to differentiate the manner in which state personal leave is used.

Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below. The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee 5 working days in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

Discretionary use of state personal leave shall not exceed three consecutive workdays.

- I understand that I have requested to be absent more than 3 consecutive workdays. I also understand that I will be docked for the days in excess of three consecutive workdays.
- I understand that the leave I requested has been denied by my supervisor and I will be docked for these days.

Dates requested: _____

Number of days I will be docked: _____

Employee printed name and ID #: _____

Employee signature: _____

Date: _____

Principal/Director/Supervisor Signature: _____

Date: _____

FOR ADMINISTRATIVE USE

Date Received: _____

Dock number of days _____