

DAYTON INDEPENDENT SCHOOL DISTRICT

Procedures for Denial/Exceeding State Leave Limit

If an employee requests more than 3 consecutive State Personal Leave days or if requested leave is denied by the Principal/Supervisor, please have the employee read, sign, and date the attached form.

Have Principal/Director/Supervisor sign and date form, too.

Send form to payroll for processing within the regular attendance period.

Entering leave in Finance +:

FOR EXCEEDING 3 PERSONAL BUSINESS DAYS

Make sure employee has at least 3 days of state leave (if they do not have STATE leave, they need to be docked anyway)

Enter 3 days according to what code they choose

Enter other days by using code **150** Use description "Exceed 3 St P DLWOP" (dock without pay)

You will be able to pay your sub this way.

FOR DENIED PERSONAL BUSINESS REQUEST

Enter the day or days as **150** Use description "Denied PB DLWOP" (dock without pay)

You will be able to pay your sub this way.

If you have questions, please email or call Personnel Services or Payroll (936/258-2667)