



Goodrich ISD
Discretionary Leave Request

Current Date: _____

Date(s) of Leave Requested: _____

Employee's Name: _____

Direct Supervisor's signature: _____

Date of Approval/Denial (circle one) _____

*Discretionary. 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 3 days in advance** of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.*

The following considerations will be utilized to determine the impact on the educational program or departmental operations:

- 1. Days before or after a school holiday.*
- 2. Days scheduled for end-of-semester or end-of-year exams, applicable to instructional employees only.*
- 3. Days scheduled for the administration of state-mandated assessments, applicable to instructional employees only.*
- 4. Days scheduled for professional or staff development days, applicable to instructional employees only.*
- 5. Requests for more than 2 consecutive personal business days*