

LIBERTY INDEPENDENT SCHOOL DISTRICT
 STATE PERSONAL LEAVE REQUEST FORM
 (Exception to Policy)

Name:	SS#:
Employee's Signature:	Date Submitted:

Policy DEC (LOCAL): Discretionary – to be taken at the individual employee's discretion, subject to limitations set out below:

1. Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAKS test, or professional or staff development days.
2. Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary of the request upon notice to employee by principal or designee.

DATE(S) FOR REQUESTED LEAVE:
Reason for State Personal Leave:

Date Received by Principal:
Exception to Policy Approved: Leave Granted
Exception to Policy Denied: Leave Denied
Principal Date

Date Received by Superintendent: _____

Exception to Policy Approved: Leave Granted _____

Exception to Policy Denied: Leave Denied _____

 Superintendent Date