



# NEW CANEY ISD

## Discretionary Personal Leave Request

A written request for use of discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with guidelines and limitations outlined in policy DEC (LEGAL) and DEC (LOCAL).

To Be Completed By Employee	
Employee Name:	
Campus/Department:	
Grade Level (If Applicable):	
Requested Leave Date(s) (mm/dd/yyyy):	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Time Submitted

To Be Completed By Supervisor		
Leave Request (Circle One):	Approved	Denied
Reason for Denial:		

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date