Woodville I. S. D.
Discretionary Personal Leave Request

As stated in WISD Board Policy **DEC (LOCAL)**:

- All persons regularly employed in the District shall earn an additional three workdays of local personal leave per school year, concurrently with state leave.
- Local personal leave shall be noncumulative and shall be taken with the substitute's rate of pay (or a proportionate amount established by the board by personnel classification) deducted for each local leave day used.

Instructions: Please complete this form and submit request to principal/supervisor for approval at least 3 days in advance of the anticipated absence.

This form will be returned to you; please attach to your **"Absent from Duty Report".**

Date of Request: _____

Employee: _____

Campus or Department: _____

Date of Requested Leave: _____

Approved by: _____ _____
Principal /Supervisor Date