



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

DISCRETIONARY STATE PERSONAL LEAVE REQUEST

DEFINITION: Discretionary state personal leave is to be taken at the individual employee's discretion for which it is possible to set a schedule in advance. Use of this leave must be requested in advance and is subject to approval by the supervisor. Use of this leave shall not be considered approved unless the supervisor notifies the employee.

Discretionary state personal leave may not be taken for more than 3 consecutive days except in extenuating circumstances as determined by the supervisor. Approved discretionary use of state personal leave in excess of 3 consecutive days will be unpaid.

Date of Request: _____

Employee Name: _____

Employee ID Number: _____

Campus/Department Name: _____

Supervisor Name: _____

Total # of Days Requested: _____

Specific Dates Requested: _____

I understand that approved discretionary use of state personal leave in excess of 3 consecutive days will be unpaid.

Employee Signature

Date

If a substitute is required, please provide the following:

Name of substitute(s): _____

SmartFind Express job number(s): _____

In deciding whether to approve or deny, the supervisor shall not seek the reason for the request.

☐ Approved

☐ Not Approved

Supervisor Signature

Date

If this request is for 4 or more consecutive days, then forward to the Executive Director of Human Resources. (Fax to (210)-804-7288 or email to iflore11@neisd.net)

Executive Director Signature

Date

*NOTE: Unpaid Dates _____

Copy to: Employee
Supervisor
Payroll*

Updated: Sept. 2021