



CANYON INDEPENDENT SCHOOL DISTRICT

Personal Leave Day Request Form

According to CISD Administrative Regulations, the following conditions should be met before discretionary personal leave may be considered (discretionary means it is planned in advance):

- Request should be submitted to Principal at least **three** workdays in advance.
Please note the quicker the request is received the better chance of securing a sub.
- The reasons for which discretionary personal leave may be used shall not be limited by the District. In deciding to approve or deny the leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes.
- Requests can be for no more than three consecutive days (*If this request is for more than three days, salary docks may be incurred and the Human Resources Department should be consulted.*)

According to CISD Administrative Regulations, discretionary leave for personal reasons **may not** be taken:

- *The day before a school holiday or the day after a school holiday.*
- *Days scheduled for final exams and end-of-course exams.*
- *Days scheduled for state testing days.*
- *Professional or staff development days.*
- *The first five or last five teaching days of any school year.*

If an exception to these prohibited days/regulations is requested, approval from both the principal and Director of Human Resources is required and the bottom section of this form must be completed.

Date(s) Requested to be absent:	Requested date(s) fall on one or more of the prohibited dates noted above. Yes _____ No _____ (If yes, Director of HR approval required. Complete bottom portion.)
Employee Name : (PLEASE PRINT)	Date request submitted:
Campus:	Comments (if needed):
Sub Secured: Yes _____ No _____ Sub Secretary Initials: _____	Name of Sub:
Principal/Admin Signature:	Approved: Yes _____ No _____

Exception Request

(To be completed and submitted to HR only if an exception is requested.)

The discretionary leave dates requested above fall within one or more of the prohibited dates and require approval from both the Director of Human Resources **and** the administrator. If prior approval is not acquired, a salary dock may result.

Director of Human Resources Signature: _____

Date: _____

- This form should be kept in the campus sub secretary's office until the end of the fiscal year.
- If Human Resources Director approval needed, scan and send to HR Secretary; once approved, form will be returned to campus sub secretary.

2023-2024

Days that Personal Leave *may not* be taken:

DATES	DESCRIPTION
August 7-11, 14 and 15	Staff Development
August 16, 17, 18, 21, and 22	First 5 Instructional Days
September 1	Day Before a Holiday
September 5	Day After a Holiday
October 5	Staff Development
October 10	Day After a Holiday
November 17	Day Before a Holiday
November 27	Staff Development
December 22	Day Before a Holiday
January 8	Day After a Holiday
January 15	Staff Development
February 16	Staff Development
March 8	Day Before a Holiday
March 18	Day After a Holiday
March 28	Staff Development
May 20-24	Last 5 Instructional Days

****Any dates that fall on a state testing date for your grade level and/or final semester exams must also be approved through the HR Director.**