

Absence From Duty Guidelines

The following guidelines will apply when employees are absent from duty:

1. An employee who wishes to use personal leave for discretionary reasons should submit a request to his or her immediate supervisor five days before the anticipated absence.
2. Discretionary use of state personal leave shall not exceed three consecutive days.
3. 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 STAAR tests, professional or staff development days, or days scheduled for End of Course exams except in extenuating circumstances as determined by the Superintendent or his designee.
4. The employee must submit an absence from duty report to the principal or immediate supervisor immediately upon returning to duty.
5. In accordance with DEC (Local), an employee absent five consecutive days for personal illness or illness in the immediate family must submit appropriate medical documentation to the principal or immediate supervisor.

