

# Administrative Regulations for Discretionary Use of State Personal Leave

1. According to DEC (LEGAL) discretionary leave does not encompass illness of the employee or the employee's immediate family, a family emergency, or a death in the immediate family.
2. Discretionary leave is taken at the employee's discretion and when there is at least two business days' notice.
3. Employees must submit to the supervisor a written request (below) for personal leave at least two business days prior to the date of absence(s) indicating the requested dates(s) for leave.
4. The supervisor may not ask the reason for the leave, but can approve or deny the request based on the following factors:
  - a. Impact on the campus or the department
  - b. Availability of substitutes
  - c. Number of employees granted previous approval for leave on that date(s)
  - d. Impact on the instructional program and/or district operations
  - e. Administration of a state mandated test on the requestor's campus
5. The discretionary use of state personal leave shall not exceed five consecutive workdays.
6. If any dates within a specific request are denied, the entire request shall be denied.
7. If the employee is not present on any date that was requested and denied, the employee will be docked pay for all dates within that specific request.
8. Supervisors will email the Payroll Manager each time a request is denied.
9. The employee is responsible for recording the absence in the employee management system and if applicable, on the respective timesheet.

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**Complete the information below and submit to your supervisor.**

Name: \_\_\_\_\_ Campus: \_\_\_\_\_  
Position: \_\_\_\_\_ Date: \_\_\_\_\_

I request permission to be excused from my assigned duties for \_\_\_\_\_ number of work days to begin on \_\_\_\_\_ (date) and end on \_\_\_\_\_ (date).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Supervisor/Principal Response**

- Approved  
 Denied

Rationale for Denial:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date