



2021-2022 Planned Leave Request
Leave request must be submitted 1 week prior to absence

Leave on a non-discretionary day must be submitted on the
“Request for Leave on a Non-Discretionary Day” form

Name: _____ E#: _____ Today’s Date: _____

Does Absence Require a Substitute: Yes No Preferred Substitute: _____

Have you contacted or made arrangements with this Sub: Yes No

Date(s) of Leave*: _____ AM _____ PM _____ Full Day _____

of Days Type of Leave

- _____ Campus Charge _____ title of event
- _____ Dept. of Curriculum Charge _____ title of training & budget code
- _____ Jury Duty (must attach copy of summons)
- _____ Military Leave (email orders to leave@pfisd.net for absence to be coded to Military Leave)
- _____ Bereavement Leave Local _____ / State _____ select one (must provide funeral notice upon return and note in Frontline)
- _____ Local Sick Leave (for employee or family member illness)
- _____ State Sick Leave (for employee or family member illness)

Principal Recommendation: Approved _____ / Denied _____

State Personal Leave

Per Policy DEC (LOCAL) discretionary use of State personal leave shall not exceed three (3) consecutive workdays. You will be docked if you take more than three consecutive workdays.

Date(s) of Leave*: _____ AM _____ PM _____ Full Day _____

Principal Recommendation: Approved **CIRCLE ONE:** 1 day 2 days 3 days / Denied _____

State Personal Leave* (only the campus Sub Coordinators may enter the absence in Frontline and MUST indicate “Supervisor Approved” in the Frontline notes)

My signature confirms that I have available leave to request time off and that the absence does not fall on a non-discretionary day. This form is only valid for the 2021-2022 school year.

Employee Signature: _____ Date: _____

Principal’s Signature: _____ Date: _____

OFFICE USE: AESOP Confirmation # _____