



2021-2022 REQUEST FOR APPROVAL OF A PERSONAL ABSENCE ON A NON-DISCRETIONARY

Name: \_\_\_\_\_ E#: \_\_\_\_\_ Today's Date: \_\_\_\_\_

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

Request for State personal leave (discretionary leave as per Board Policy DEC Local/Regulation) must be submitted at least one week prior to the requested date of absence. Use of State personal leave shall not exceed three (3) consecutive workdays.

2021-2022 Non-Discretionary Leave Days Testing dates subject to change

1st Semester

- August 5, 6, 9, 10, 11, 12
September 3, 7
October 8, 12
October 13 (HS), 20 (MS)
November 19, 29
December 7, 8, 9 (HS)
December 17

2nd Semester

- January 3, 4, 14, 18
February 18, 22
March 2 (HS)
March 11, 21
April 5, 7 (HS)
Aril 14, 18
May 10 (HS)
May 11, 12, 16, 17, 18, 19 (MS)
May 11, 16, 17, 18, 19 (ES)
May 26, 27

Schedule of limitations include: the day before or after a school holiday, the first or last day of a semester, on days scheduled for end-of-semester or end-of-year exams, on days scheduled for state-mandated testing, on professional or staff development days.

Does Absence Require a Substitute: [ ] Yes [ ] No

(Absence should not be entered into Frontline until approved. Once approved, campus Sub Coordinator MUST indicate "Supervisor Approved" and the date of the approval in the Frontline notes to avoid being docked.)

\_\_\_\_\_  
Employee Signature

The Campus Principal has the authority to approve/deny requests for leave on the schedule of limitation days for discretionary requests based on the following considerations:

- Impact to students / campus / department
• Availability of suitable substitute
• Availability of leave and attendance record of requesting employee
• Number of other approved requests for same day
• Timely submission of request

Approval / Denial

Office Use Only:

[ ] Approved [ ] Denied If Denied, reason \_\_\_\_\_

Principal/Administrator Signature \_\_\_\_\_

Date \_\_\_\_\_