

DeSoto ISD

Leave Request / ABSENCE FROM DUTY Report

[For more information on Employee Leave, see the DeSoto ISD Employee Handbook and Board Policies DEC, DECA, DECB and DECD]

Leave requests will be granted and recorded in accordance with board policy DEC.

Name:		Position	
Department/Campus		Date Request Submitted to Supervisor:	
Reason for Absence	Date(s) of Absence	Total Hours Absent	
<input type="checkbox"/> Personal: illness or medical appointment [Is the illness or injury work-related? <input type="checkbox"/> Yes <input type="checkbox"/> No]			
<input type="checkbox"/> Family: death, illness, or medical appointment in family <i>Specify relationship:</i>			
<input type="checkbox"/> Personal Business			
<input type="checkbox"/> Vacation (<i>No vacation days will be granted from July 31 - Sept. 29, 2017. Otherwise, vacation may be taken throughout the school year with supervisor's prior approval</i>)			
<input type="checkbox"/> FMLA, Temporary Disability, Military, or other Covered Leave (Supervisor should note the expected absence dates and transmit this form to HR. Employee will be required to submit additional forms to HR before the absence will be designated as approved "covered" leave. DEC Local) <i>Identify Type of Leave Requested:</i> FMLA			
<input type="checkbox"/> School Business			
<input type="checkbox"/> Jury duty or Subpoena (attach documents)			
<input type="checkbox"/> Religious Observance			
<input type="checkbox"/> Other <i>Explain:</i>			
Employee Signature		Date	
Principal/Supervisor Signature		Date	
Leave Status: <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
For HR Office Use Only: Category and amount of leave recorded: <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="checkbox"/> State personal leave__hours </div> <div style="width: 50%;"> <input type="checkbox"/> State sick leave__hours </div> <div style="width: 50%;"> <input type="checkbox"/> Local leave__hours </div> <div style="width: 50%;"> <input type="checkbox"/> Family and medical leave__hours </div> <div style="width: 50%;"> <input type="checkbox"/> Temporary disability__days </div> <div style="width: 50%;"> <input type="checkbox"/> Workers Compensation leave__hours/daysFMLA </div> <div style="width: 50%;"> <input type="checkbox"/> FMLA </div> <div style="width: 50%;"> <input type="checkbox"/> Other </div> </div> Covered Leave eligibility Notice provided to employee on:			