

**PECOS-BARSTOW-TOYAH INDEPENDENT SCHOOL DISTRICT**

**WRITTEN REQUEST FOR DISCRETIONARY LEAVE**

Date \_\_\_\_\_

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

Dates requested for use of discretionary leave \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
Principal/Supervisor

Please attach this approved form to your ABSENCE FROM DUTY form.