

DEC R-1 Discretionary Leave

Brazosport ISD

Administrative Regulations

Contact: [**Chief Human Resources Officer**](#)

Discretionary Leave (Personal days)

Defined as personal leave days that may result in a "dock" in pay if not approved in accordance with the following guidelines.

The following guidelines apply to personal leave days:

An employee who wishes to use personal leave must submit a written request to his or her immediate supervisor a minimum of 5 work days before the anticipated absence. Unapproved discretionary leave, if taken, will result in a reduction of salary in the amount of the employee's daily rate for the day(s) out and may result in further disciplinary actions.

Campus Principals and Supervisors at the Director level or above have the authority to approve/deny requests for discretionary leave and, shall give consideration to items outlined below prior to approving a request:

- Impact to students/campus/department
- Availability of a suitable substitute
- Attendance record of requesting employee
- Completion of required tasks or other duties/responsibilities
- Campus/Department/District events
- State and District testing
- Professional Development days
- Leave adjacent to district holidays
- Number of other approved requests for same day
- Timely submission of request

****The reason for the discretionary leave cannot be a consideration in determining approval/denial in alignment with Board Policy.***

Time Off Duty Guidance

Only employees that work 219 - 229 days are eligible. The following guidelines apply to TOD days:

- An employee who wishes to use TOD days must request to his or her immediate supervisor a minimum of 5 work days before the anticipated TOD.

Campus Principals and Supervisors at the Director level or above have the authority to approve/deny requests for Time off Duty Days, and shall give consideration to items outlined below prior to approving a request:

- Impact to students/campus/department
- Attendance record of requesting employee
- Completion of required tasks or other duties/responsibilities
- Campus/Department/District events
- State and District testing
- Professional Development days
- Leave adjacent to district holidays
- Number of other approved requests for same day
- Timely submission of request

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