

**Dublin High School**

**Request for Discretionary Personal Leave**

**Staff Member:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Requested Leave Date(s)** \_\_\_\_\_

**Amount of Time Requested:**

**1/2 AM**

**1/2 PM**

**Full Day(s)**

\_\_\_\_\_ **Hours**  
List specific times

**I will need a substitute.**

**I will not need a substitute.**

My class will be covered as follows:

*For Office Use Only*

---

**Approved By:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Disapproved By:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please enter in AESOP.**

**I have entered it in AESOP.**