

Absence Deduction

Non-Discretionary Leave, Discretionary Leave and Use Limitations

- **Non Discretionary** leave shall be used for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995.

(DEC Legal) Accumulated State sick leave shall be used only for the following: Illness of the employee, Illness of a member of the employee's immediate family, Family emergency, Death in the employee's immediate family.

- **Discretionary** use of leave is at the employee's discretion subject to the limitations set out below:

(DEC Local) Discretionary leave shall not be allowed on the day before a school holiday, the day after a school holiday, days scheduled for end of semester or end-of-year exams, days scheduled for state-mandated testing, or professional or staff development days.

I, _____ have read and understand the limitations for discretionary leave in Local policy DEC. By choosing to be absent from duty on one of the limited discretionary leave days I understand there will be a payroll deduction at my current daily rate, for the following day(s) _____.

Signature

Date

Emp. ID #

Return via intercampus mail to
Payroll Department @ Central Office