



Socorro Independent School District

Request to Carry-Over Non-Duty Day(s) for Twelve (12) month Employees

DED: Non-Duty Days (B)

A maximum of up to five (5) non-duty days may be carried over with the approval from your immediate supervisor and respective Assistant Superintendent. All requests to Carry-Over Non-Duty Days are subject to the Superintendent's Approval. If the request is approved, all carried over non-duty days must be used by the end of the first intersession of the following school year. Request to Carry-Over Non-Duty Days are only available to employees assigned to 226, 234, or 239 days on duty, not for 10 month contract employees with an extended Supplemental Assignment (i.e., Principals, Assistant Principals, coaches, nurses, etc.) when students are in regular session or when the employee is scheduled for District or campus in-service/workdays without prior written approval from the Superintendent, or designee.

Employee Name: _____ Employee ID Number: _____

Campus/Department: _____ School Year: _____

I request to carry over _____ non-duty day(s) from the _____ school year to the _____ school year.

The specific reason I need to request to carry over non-duty days is stated below:

(NOTE: REASON MUST BE JOB RELATED. FOR EXAMPLE; WORKLOAD, SPECIAL PROJECT NEEDED TO BE COMPLETED, ETC.)

This request form must be signed by you, your supervisor, and respective Assistant Superintendent prior to being submitted to the Department of Human Resources. Any request received without a signature and or received after May 31st of the current school year will not be accepted. Please make a copy of this form for your records. Request forms must be submitted to the Department of Human Resources to the attention of the Absence Management Staff by email at leaves@sisd.net or by fax at (915) 851-7313.

Employee Name

Employee Signature

Date

Immediate Supervisor Name

Immediate Supervisor Signature

Date

Assistant Superintendent Name

Assistant Superintendent Signature

Date