



**Administrator Discretionary Day Request and Record Sheet**

As per the TRS Administrators Handbook:

Discretionary Days for Secondary Associate Principals and Elementary Principals

Secondary associate principals are eligible for 9 discretionary days to be utilized **outside the regularly calendared 220 days**. Elementary principals are eligible for 5 discretionary days to be utilized **outside the regularly calendared 210 days**. The days are to be approved by the appropriate Executive Director. The form to document the reason and specific dates may be obtained from the Executive Director's office.

**Prior to work relating to the discretionary day(s), this form must be completed and approved.**

Please note: Days can only be requested in whole or half day increments. The requested days cannot be days already scheduled on your work calendar. Please submit a separate form if reasons for the requested day(s) are different.

Printed Name of Principal or Associate Principal \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

\_\_\_\_\_ Half Day

\_\_\_\_\_ Full Day

Reason:

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Principal Approval (FOR SECONDARY USE ONLY):**

My signature indicates that I have been informed of the need for the discretionary day(s) and that I approve of the activity:

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**Executive Director Approval:**

My signature indicates that I have been informed of the need for the discretionary day(s) and that I approve of the activity:

\_\_\_\_\_  
Executive Director Signature

\_\_\_\_\_  
Date

**Please submit with signatures and intact to the Human Resource Office.**

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