

Skyward Time Off Request:

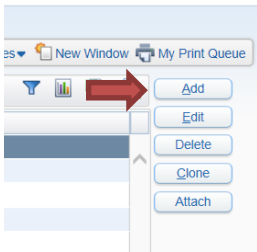
Log-in to your Skyward account (From the District webpage)

SELECT - TIME OFF – MY REQUESTS



This will bring up a page with your previous requests

From the right side click ADD



A pop-up screen should show with your time off info, and request fill in form:

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
EMERGENCY	4 Days			4 Days			
OTHER DAY	-3 Days			-3 Days			
SICK DAY	4.5 Days		1.25 Days	3.25 Days			
TIME OFF WITHOUT PAY	-3 Days			-3 Days			
VACATION	1 Days			1 Days			

Time Off Request

* Time Off Code: **TIME OFF WITHOUT PAY -- Days** Hours per Day: 8h 00m

* Reason: **TIME OFF WITHOUT PAY** Detail...

Description: **TIME OFF WITHOUT PAY**

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 01/28/2014 **Tuesday**

Days: 0.0000

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Asterisk (*) denotes a required field

TIME OFF CODE- Select from drop down

REASON- Select from drop down

DESCRIPTION: You can add notes here

SINGLE DAY – (If you need multiple days off you can choose a date range)

Start Date = Date of absence

DAYS: Choices are: .25 (2hrs), .5 (4 Hours), .75 (6 hours), 1 day or more

CLICK SAVE on the RIGHT

Current practice is: Sick time is used for medical appointments & sick days for you or family members (Teacher personal days are also under sick days). Other is used for in house trainings and other professional development as directed by your supervisor. Emergency is for funerals, check handbook for guidelines.

If you have any questions, please ask.