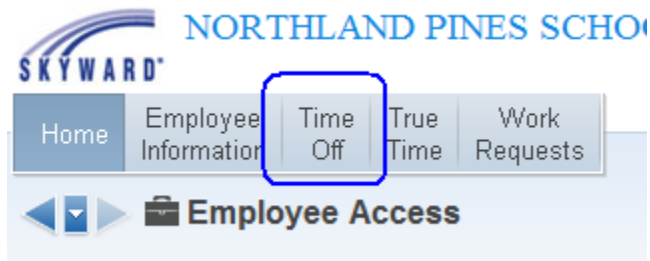


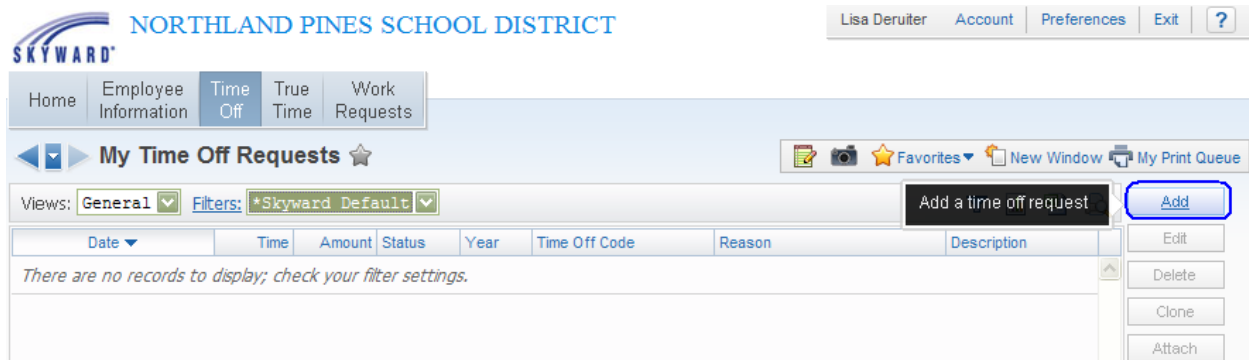
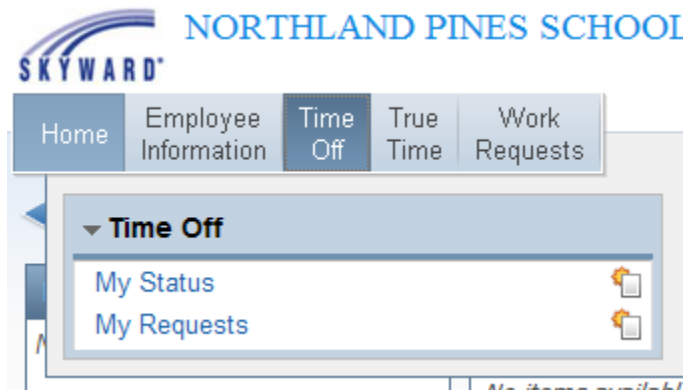
Skyward – Entering Time Off Requests:

1.) Log into Skyward > Employee Access > Time Off



2.) My Status will show you how much leave time you have to use within the year (July – June). It will also show you how much leave time you have used.

3.) My Requests is where you would click to add a new leave request, edit requests or view approved requests.



4.) Click Add to add a new leave request to start a new request and complete as follows:

- Select the type of leave you are taking:
 - **Sick** – Sick leave for you or your family members.
 - **Personal** – for any personal needs.
 - **Other** – ONLY FOR DISTRICT REQUIRED TRAININGS/MEETINGS/ETC that take you out of the classroom.
- Single Date – enter the date you want to take leave.
- Hours – enter the time you will be gone.
- Start Time – time your leave will begin

- Select Additional Employees – you can add additional employees to notify if you are to be gone.
 - Your principal/supervisor will automatically get this request, but be sure to add:
 - Your building secretary
 - Any teacher or co-worker who needs to know you will be gone.

Add

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
OTHER LEAVE HOURLY	37h 30m			37h 30m			
PERSONAL LEAVE HOURLY	15h 00m			15h 00m			
SICK LEAVE HOURLY	33h 45m			33h 45m			

Time Off Request

* Time Off Code: **SICK LEAVE HOURLY - Hours** Hours per Day: 7h 30m

* Reason: **SICK**

Description: **SICK - DR APT**
Maximum characters: 200, Remaining characters: 187

Type: Single Day Date Range

* Start Date: **12/18/2012** **Tuesday**

Hours: **7** hours **30** minutes

Start Time: **07** : **45** **am**

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

[Select Employee\(s\):](#)

[Check Spelling](#)
[Save](#)
[Back](#)

5.) Once complete > Save.