

Leave/Leave Without Pay Conversion for Less than a Day Absent

8 Hour Employee (Secretary, Custodian, etc.)

Hours absent	Conversion
Hours absent ÷ 8 = decimal of day	
1	0.13
2	0.25
3	0.38
4	0.50
5	0.63
6	0.75
7	0.88
8	1.00

5.9 Hour Employee (Cook)

Hours absent	Conversion
Hours absent ÷ 5.9 = decimal of day	
1	0.17
2	0.34
3	0.51
4	0.68
5	0.85
5.9	1.00

7.5 Hour Employee (Teacher)

Hours absent	Conversion
Hours absent ÷ 7.5 = decimal of day	
1	0.13
2	0.27
3	0.40
4	0.53
5	0.67
6	0.80
7	0.93
7.5	1.00

5.8 Hour Employee (Aides)

Hours absent	Conversion
Hours absent ÷ 5.8 = decimal of day	
1	0.17
2	0.34
3	0.52
4	0.69
5	0.86
5.8	1.00

7.0 Hour Employee (Media Aide, etc.)

Hours absent	Conversion
Hours absent ÷ 7.0 = decimal of day	
1	0.14
2	0.29
3	0.43
4	0.57
5	0.71
6	0.86
7	1.00

6.0 Hour Employee (Preschool Aides)

Hours absent	Conversion
Hours absent ÷ 6.0 = decimal of day	
1	0.17
2	0.33
3	0.50
4	0.67
5	0.83
6	1.00

Steps to Request Less than a Day of Absence

- Click on "My Time"
- Click on "Time Off Requests"
- Click on the day or days you're requesting on the calendar
- Click on the "+" next to "Current Request" to enter a short note
- Click on the PENCIL symbol to edit day(s) requested
- Click on the "Type" drop down to choose type of leave
- Click on the "Amount" box to override the "1" and enter a decimal amount for less than a day