

How to Request Time-Off

1. Log into iVisions. Your username is your school email address. The password is the same password you use to log into your school email. iVisions can be found on the district site under "Staff".
2. Once logged in, Click on "My Time" to the left of the screen and then "Time Off Requests".

Time off requests

Request time off

Type: * Annual Leave... Specific use

Current request

Comment*

Tue 08/22/2023
* Annual Leave Administrators - 1 day

0 / 50

August 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Clear request Submit

3. Click on the day or days you're requesting off.
4. Enter a short note in the Comment Box.
5. Click on the PENCIL to choose the type of leave and the amount. The amount defaults to one day. Enter a decimal for less than a day. (Conversion cheat sheet can be found online.)

Friday, August 4, 2023

08:00 - 16:00 (* Annual Leave Administrators)

Type*
* Annual Leave Administrators

Specific use

Amount*
1 day

Start time*
08:00 AM

End time*
04:00 PM

+ Split day Cancel Save

6. Now click SUBMIT. Leave request will be sent to supervisor for approval and then to payroll to post.