

## GISD Leave Procedures

The following instructions are for Administrators and Professional Employees that **DO NOT** require a Substitute for an absence. You will enter absences or requests for leave in Skyward Employee Access/Time Off instead of the Aesop system.

### Introduction

Georgetown ISD (GISD) has several policies in place governing employee work schedules, the types of leave available, and rules governing each type of leave. These policies are available online at <http://www.tasb.org/policy/pol/private/246904/pol.cfm?toc=D>. This set of procedures has been developed to clarify the application of these policies for most departments in GISD.

### Types of Leave

Per GISD Policies and the Employee Handbook, the following types of leave are available for employees:

- State Personal Leave (1/2 or full days only)
- Local Sick Leave (1/2 or full days only)
- Vacation (**only for employees on a 224, 230 or 239 Day Calendar**) (whole hours only)
- Comp Time (Paraprofessional/Clerical Employees) (whole hours only)
- Other types of specialized leave (see HR Policies or Employee Handbook)

***Please note that State and Local leave can only be taken in half or full day increments, while Vacation and Comp Time are to be taken in hourly increments, therefore, when requesting a full day of vacation or comp time, you will need to enter 8.0 hours in Skyward.***

### Requesting and Reporting Leave

The procedures for requesting and/or reporting leave depends on the reason for the leave. Each procedure will be described in this section. Leave must be taken if the employee will not be present during their normal work schedule, unless an agreement is made with the employee's supervisor to make up the time during the **same** week.

#### **State Personal Leave:**

**Non-discretionary leave** is used for personal or family illness, family emergency, a death in the family, or active military service. Since this type of leave allows very little advanced notice, no request for leave is needed, but the following procedures should be followed to request this type of leave:

1. Contact your immediate supervisor and the departmental secretary by phone or email to notify them of your absence at the beginning of the work day.
2. Enter your absence into Skyward Time-Off (**Appendix I**) as soon as is practical.
3. If you miss 5 or more consecutive days due to a personal or family illness, you must also submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.
4. Non-discretionary use also includes leave for well-baby care within the first year after birth, adoption, or placement of a child.

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**Discretionary leave** is taken at an employee's discretion and can be scheduled in advance. This type of leave requires an advanced notice request, and the following procedures should be followed to request this type of leave:

1. Submit a request for leave at least three days prior to your planned leave in Skyward Employee Access/Time Off (**Appendix II**). **Discretionary use of state personal leave shall not exceed three consecutive workdays. If you are requesting the use of state personal leave for personal reasons and your request exceeds three days, you must submit a request to the Assistant Superintendent of Human Resources. This form is available on the GUSD website, under Staff, Filing Cabinet :Request for Leave of Absence.**
  1. Contact your immediate supervisor and the departmental secretary by phone or email to notify them of your absence at the beginning of the work day.
  2. Enter your absence into Skyward Time-Off (**Appendix I**) as soon as is practical.

### Local Leave:

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year, except that an employee may donate local leave to a sick leave pool. [See DEC(LEGAL)]

1. Contact your immediate supervisor and the departmental secretary by phone or email to notify them of your absence at the beginning of the work day.
2. Enter your absence into Skyward Time-Off (**Appendix I**) as soon as is practical.

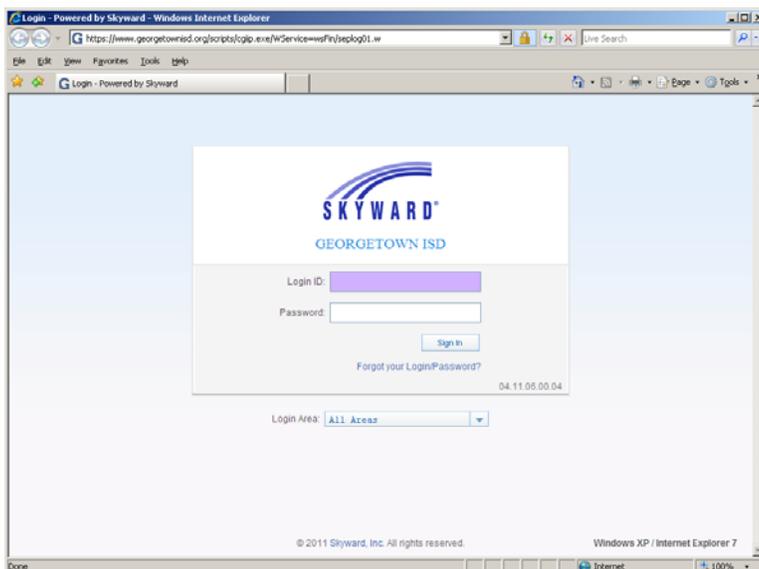
If your leave is approved, your supervisor will accept your request in Skyward. You will receive an email to that effect. (The email looks as if it comes from “**Skyward, No Reply**”, but it is actually from your supervisor. *(It's a Skyward thing!)* **This is referenced in Appendix II.**

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## Appendices

### Appendix I.

To clock in and out log into Skyward by going to the GISD website and scrolling down to the Skyward Info link, located in the Staff Center section on the upper right hand side of the webpage.



Log in and passwords are issued by Joan Elderton in HR. Note: Not all employees in the district qualify for a Skyward log in.

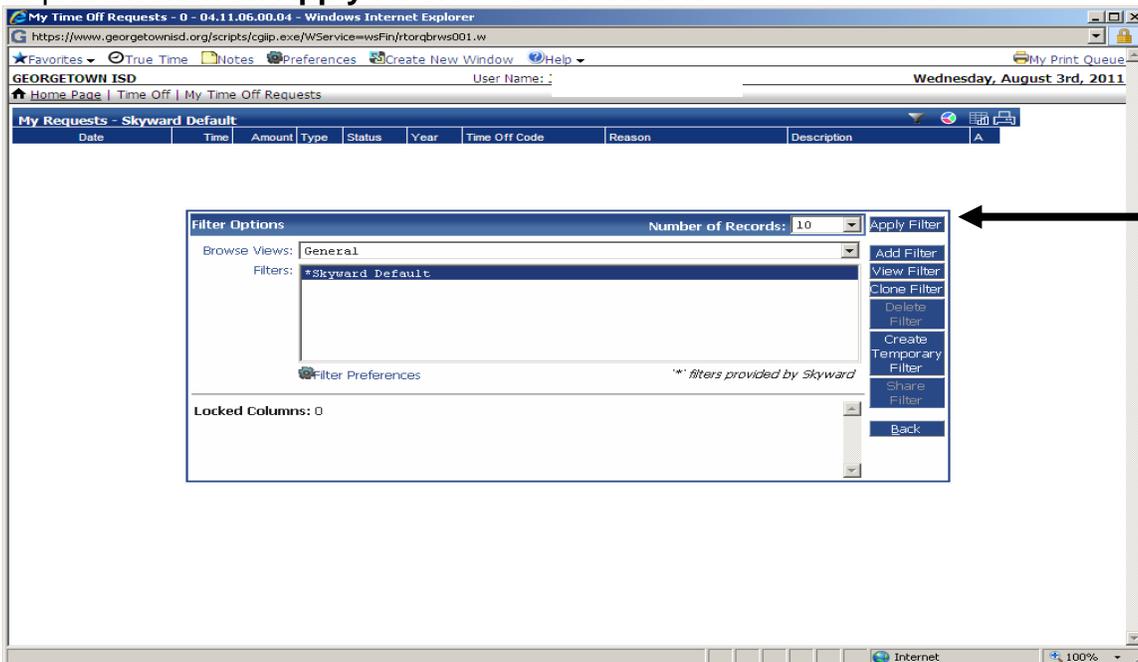
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## Appendix II. Entering an Absence and Requesting Time Off

Under the **EMPLOYEE ACCESS** tab, Click **TIME OFF**, then click **My Time Off Requests**

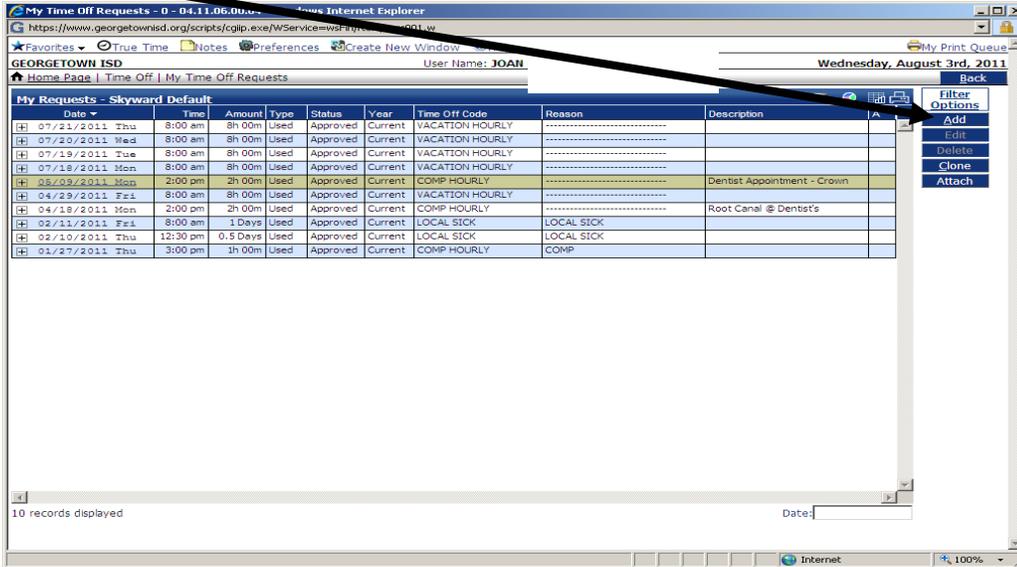


Set Number of Records to "10" for a quicker load time (pull down menu) to show the last 10 requests. Click on Apply Filter. **\*\*\*SEE ADDENDUM 1 ON PAGE 6.\*\*\***



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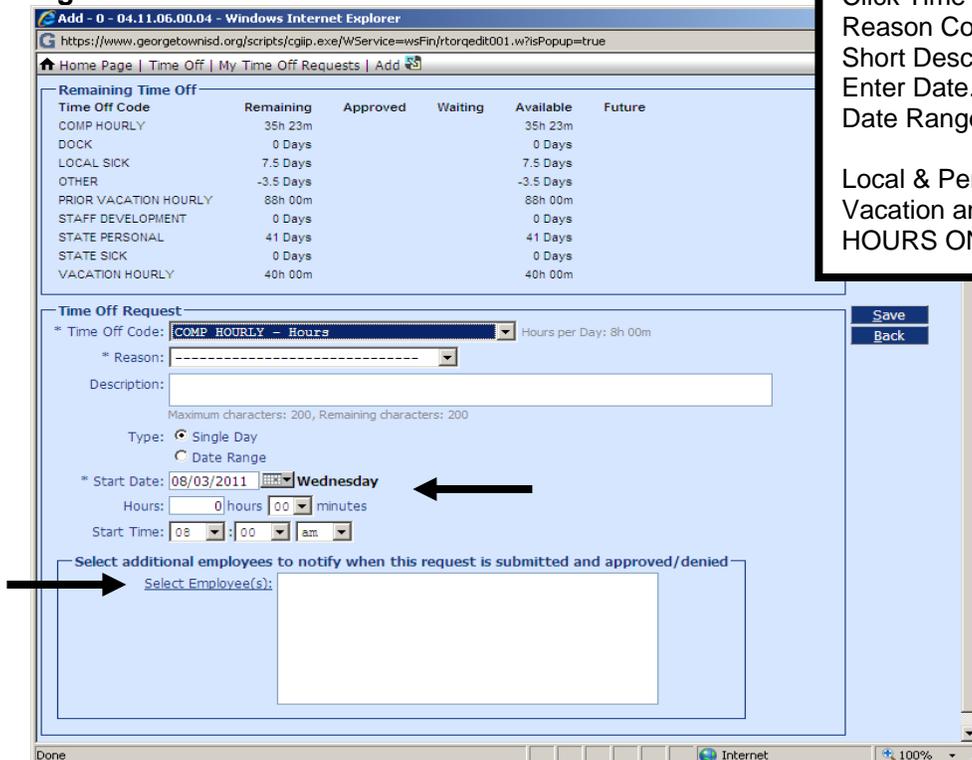
Click on the Add button:



You will enter the **Time Off Code** from the **Pull Down Menu**. (See Fig 1, Below) Entering a **Reason Code** is optional. You may add a description if needed. Be sure to click whether this will be for a **Single Day** or a **Date Range**. If you want to use **Comp Time** or **Vacation Hourly**, you must enter the amount of time requested in **Whole Hours Only**. If you will be using **Local Sick** or **State Personal**, the time off must be entered in **Full or Half Days Only**.

You may also notify another employee (i.e. Campus Secretary) in addition to the approving supervisor of your time off request by clicking on the "Select Employee(s)". Your request will be emailed to your **approving supervisor** (and the other employee(s), if selected). **Once your supervisor has approved your leave request, you will receive an email back** (see page 2) letting you know that your leave request was approved. Be sure to click on "SAVE".

Fig 1.



Click Time Off Code  
Reason Code (optional)  
Short Description i.e.-Sick, Personal.  
Enter Date. If more than 1 day, Click  
Date Range and Enter Dates

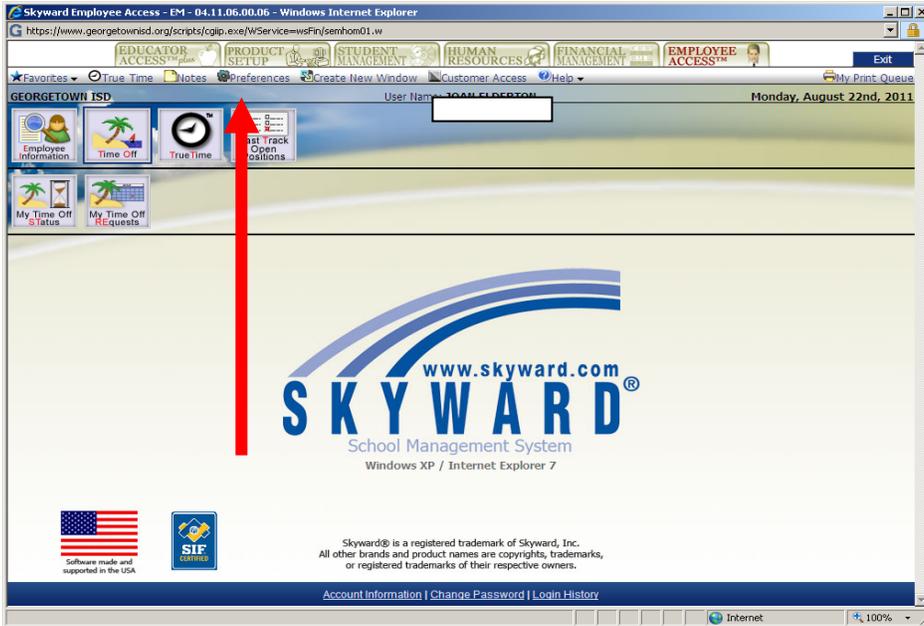
Local & Personal are .5 or 1.0 Days ONLY  
Vacation and Comp Time can be in WHOLE  
HOURS ONLY

To notify other employees of your absence, click the Select Additional Employees box and choose the person you want to notify (i.e.Campus/Dept Secretary)

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## Addendum 1

You may now skip the “Filter Screens” by setting your “Preferences” as listed below in the following example.



**CLICK** on the word “PREFERENCES” AND then set the Number of Records to “10” Make sure that you place a check mark in the box that says “DO NOT AUTOMATICALLY DISPLAY BROWSE FILTER”. Click on “SAVE”.

