

Time Off Tidbits

Time off must be entered as soon as possible and within 1 day of absence. [This is very important to ensure that payroll is processed correctly and prevent duplicate time off entries.](#)

Skyward Employee Access- During an audit of time off entries, we discovered that many employees are entering their time off in Frontline [Aesop] only. **The proper procedure is to enter time off in Skyward Employee Access [first]**, then if a sub is needed, check the box and select Save. This will open a window for Frontline [Aesop]. Please remember that Frontline [Aesop] is mainly for substitute pay tracking. Skyward Employee Access is where our permanent records for employees are stored.

School Business- The School Business Audit found many entries with no description. The description needs to state the name of the event/training/field trip/ athletic game, etc. Sometimes, a description is blank because the time off was entered in Frontline [Aesop] and not Skyward. Descriptions do not import from Frontline [Aesop] which is another reason to enter them in Skyward first.

Deleting an approved time off entry – If the time off entry has not yet occurred or is that day, the employee can delete the entry. If it has already occurred, send an email to the Benefits/Payroll Office and CC the supervisor and secretary. The email should state something like: “Please delete the time off request for MM/DD/YY as I no longer need to take that day off”. Benefits/Payroll will reply to all when it has been done so that everyone is aware of the change. The secretaries need to be informed so they can verify the changes in Frontline [Aesop].

Entering UNPAID leave - If you have exhausted all paid leave time off, it stills needs to be entered. Please enter UNPAID leave as LOCAL-then it will prompt to UNPAID. Before approving UNPAID leave verify that the employee does not have paid time off available.

Bereavement and Jury Duty Leave – Please enter either State or Local leave and send documentation to Renee DeLeon LDeleon@lwisd.org. Once documentation is reviewed HR will enter in Bereavement or Jury Duty leave and delete any State of Local Leave.

Extended Leave Form - -- If you will miss MORE than three days, you MUST complete an Extended Leave Notice Form click here :

<https://resources.finalseite.net/images/v1704722151/lakeworthk12txus/dhop7qb7h0ymzykhk62g/ApplicationForExtendedLeaveLWISD-fillable22-23A1.pdf>

It is located on the Payroll page of the LWISD website and should be turned in to your Principal or campus secretary. *Absences of 3 or more days due to a medical reason require a doctor's note.*

FMLA (Family Medical Leave Act) and TDL (Temporary Disability Leave) – Employees who are out for more than 5 consecutive days due to illness or family illness might qualify for FMLA or TDL or Intermittent Leave. Please see the contact information below for details.

Worker's Comp Injuries - Should be reported as soon as possible to Renee DeLeon at LDeleon@lwisd.org

Comp Time – Comp Time should be used before other types of leave and will be automatically deducted from time sheets if time sheet is short less than 2 hours. Using Comp. Time for 6 hours or more should be entered as Time Off.

Non-Duty Days and Vacation Days – Should be used by June 30th this time off does not roll forward or count towards perfect attendance stipend