

Time Off Request in SKYWARD Employee Access

CREATING REQUESTS

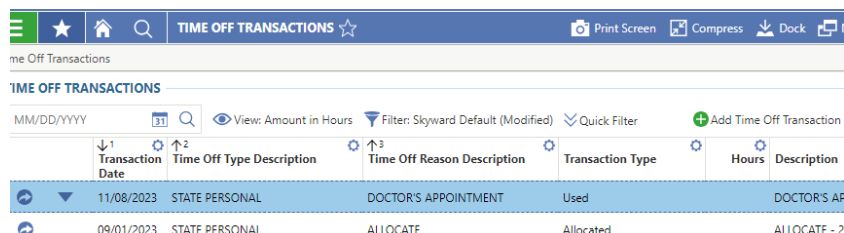
STEP 1 - Sign in to Skyward Employee Access with your assigned username and password.

STEP 2 - Verify the district in the upper left-hand corner is correct.

STEP 3 - Select the **Request Time Off** tile.



STEP 4 - Click on **Add Time Off Transaction**.



STEP 5 - Complete the fields.

TIME OFF TRANSACTION DETAILS

Attachments

*Transaction Type ☒ Single Day ☐ Date Range

*Start Date MM/DD/YYYY

Additional Employees to Notify

*Assignment

*Supervisors

*Employee Time Off Type STATEPER 31.00000

*Time Off Reason DOCTOR DOCTOR'S APPOINTMENT

Transaction Type Unpaid

*Employee Hours Per Day 8:00:00

*Hours 8:00

*Days 1.00000

Description DOCTOR'S APPOINTMENT

Start Time

End Time

Request Substitute ☒

Add documentation such as doctor's excuse, jury duty summons, court subpoena's, etc.

Add your campus secretary to **Additional Employees to Notify**.

USE or **UNPAID** – Select **USE** if state personal days are available or **UNPAID** if no state personal days are available or if absence falls within restricted days.

Don't forget to request a substitute if you need one.

EXAMPLES:

ABSENCE DOES NOT FALL ON A RESTRICTED DAY Monday, Friday, Before or After a Holiday, or During State Assessments	
You have state personal days available	You no longer have state personal days available
Submit your absence request with the following: • Time Off Type – State Personal • Time Off Reason – Choose appropriate one • Transaction Type – USED	Submit your absence request with the following: • Time Off Type – State Personal • Time Off Reason – Choose appropriate one • Transaction Type – UNPAID
NOTE: Please upload any documentation you may have such as Dr's. note, jury duty, funeral program, etc.) Principal or supervisor will review and approve or deny.	

ABSENCE FALLS ON A RESTRICTED DAY Monday, Friday, Before or After a Holiday, or During State Assessments (See NOTE below.)
Submit your absence request with the following: • Time Off Type – State Personal • Time Off Reason – Choose appropriate one • Transaction Type – UNPAID
Principal or supervisor will review and approve or deny. Regardless of decision, you may submit your request to central administration for further review. See APPROVED/DENIED section below.

STEP 6 - Click **Save** or **Save & Add Another**.

APPROVED/DENIED

1. You will receive notification when your request is approved or denied.
2. If your request is approved, no further action is required unless you are required to submit documentation. If so, log into skyward on your computer and add an attachment to your absence.
3. If your request is denied (absence falls on a restricted day: Monday, Friday, before a holiday, after a holiday, or during state assessments), you may email ar@faithfamilyacademy.org and provide an explanation and/or further details to review. Be sure to include any documentation you may have. You will receive notification once decision is made.

NOTE: According to the Teacher/Staff Handbook section 5.10, “No personal leave may be taken on the workday immediately before or after a school holiday or during state assessments. “

A change to the district's absence practice was made on 09/19/2023 with regards to Monday/Friday absences. Please refer back to the email from Nora Fabela, Asst. Superintendent for Human Resources and Professional Development.