CUSTODIAL GUIDELINES FOR TIME OFF NOTIFICATION AND SKYWARD SUBMITTAL

- **Vacation or Personal Business Leave Requests** – Submit vacation request through Skyward using Single Day for requesting one day of vacation and using Date Range for requesting more than one consecutive day. **ADD HEAD CUSTODIAN OR PRINCIPAL INTO THE "SELECT ADDITIONAL EMPLOYEES" FIELD AT THE BOTTOM OF THE PAGE.**
  Note: Do not enter any names into this field other than your Head Custodian or Principal.
  - You will receive an email response stating that "Your Time off Request has been approved". No further action is needed on your part once you have received this email response.

- **Sick Leave, Emergency Leave, FMLA, L&I, Bereavement Leave, Jury Duty -** Notification of an upcoming absence for these leaves is not done through Skyward – please follow the procedure below to inform us of an upcoming absence for anything other than vacation or personal leave:
  - **During regular business hours:** send an email to Angel Cuenca, with a copy to your Head Custodian, Alexis Keliher, and Janet Harris.
  - **After regular business hours:** call 253-931-4955 and leave a detailed message for Alexis on Extension 841004. Please include what type of leave you are going to be using.

  - **Enter your time off into skyward for all leaves other than vacation leave and personal business leave AFTER you return to work as follows:**

    - **Sick Leave** – Enter into Time Off Code: SICK LEAVE – Hours; Reason: SICK.

    - **Emergency Leave** – Enter into Time off Code: EMERGENCY –SICK LEAVE – Hours; Reason: EMERGENCY –SICK LEAVE. Enter the details of your emergency into the Description field.

    - **FMLA** – Enter into either Time off Code: Sick Leave – Hours; Reason: SICK-FMLA, or Time off Code: VACATION – Hours; Reason: VACATION-FMLA.

    - **L&I** – Enter into Time off Code: SICK LEAVE – Hours; Reason: SICK-L&I.

    - **Bereavement Leave** – Enter into Time off Code: BEREAVEMENT – Hours; Reason: BEREAVEMENT; Enter the following information into the Description Field**:** Relationship of deceased. When you email to notify us of upcoming bereavement leave, please provide that information as well so we can confirm that your request is in compliance with the PSEA Collective Bargaining Agreement.

    - **Jury Duty** – Enter into Time off Code: JURY DUTY – Hours; Reason: Jury Duty**.**
      Note: Before submitting your time off into Skyward for jury duty you must provide Kerri with a proof of attendance letter from the court (you can usually get it online, but check with the staff at jury duty).

    - **Note: Do not enter any names into the "Select Additional Employees to Notify" field for any leaves other than vacation or personal business leave.**

If you have any questions on what type of leave to submit for your absence, or how to use the Skyward Time off Module, please email Alexis Keliher @ akeliher@auburn.wednet.edu.