

TIME OFF Request Instructions

Requests should be made as early as possible. Illness/emergency requests or requests made with less than 2 school day's notice should be made using current protocol.

The Skyward Login can be accessed through the csdk12.net Homepage under Staff Access

Login with your Skyward Login ID and Password

At the top, left-hand side of the page, click on Time Off (If Time Off is not one of the tabs, click on the arrow next to the Home tab, then select Employee Access. The Time Off tab will then be available)

Select My Requests

Select Add on the right hand side of the screen

Select the appropriate Time Off Code using the drop down menu (Personal, Sick, Professional, etc.)

Select the most appropriate Reason Code using the drop down menu. The options include Illness, Medical Appt., Dental Appt., etc. More detailed explanation should be put in the Description Box. Make sure to include the specific time period, if appropriate.

Choose Single Day, or Date Range, and then use the Calendar to select the Start Date

In the Days box, you must enter the amount of day you will be gone. This can be calculated by dividing the number of hours you will be gone/the regular length of a day.

Example, if a teacher is leaving at 10:30, and your regular day runs from 7:30 – 4:00, you would have worked 3 hours, so the amount of time you are missing will be 5 hours. Lunch is unpaid so this can be subtracted from the time. Divide 5 hours by the normal 8 hour day results in .63 days that will be missed (round to 2 decimal points.) Time off should be calculated in 30 minute increments. I have attached an easy breakdown for your convenience.

If a sub is needed make sure that you check "yes." Do not put a name in the Substitute area.

In the Select additional employees to notify when this request is submitted and approved/denied you may enter any people who would be impacted by your absence that need to be notified.

Save The request will be routed first to Maria or Jackie and then to your supervisor for approval. You will be notified each time it is approved or denied.

Once a request is submitted it cannot be modified. To reverse a request in the event that leave has been cancelled, you must submit a negative time off request.

**8 Hour/Day Employees:
Teachers, Custodians, Secretaries
and Full-time Cooks
Time Off Quick Chart**

| Hours NOT Worked | Portion of Day |
|------------------|----------------|
| 1/2 | 0.06 |
| 1 | 0.13 |
| 1 1/2 | 0.19 |
| 2 | 0.25 |
| 2 1/2 | 0.31 |
| 3 | 0.38 |
| 3 1/2 | 0.44 |
| 4 | 0.50 |
| 4 1/2 | 0.56 |
| 5 | 0.63 |
| 5 1/2 | 0.69 |
| 6 | 0.75 |
| 6 1/2 | 0.81 |
| 7 | 0.88 |
| 7 1/2 | 0.94 |

**7 Hour/Day Employees:
Aides & Secretaries
Time Off Quick Chart**

| Hours NOT Worked | Portion of Day |
|------------------|----------------|
| 1/2 | 0.07 |
| 1 | 0.14 |
| 1 1/2 | 0.21 |
| 2 | 0.29 |
| 2 1/2 | 0.36 |
| 3 | 0.43 |
| 3 1/2 | 0.50 |
| 4 | 0.57 |
| 4 1/2 | 0.64 |
| 5 | 0.71 |
| 5 1/2 | 0.79 |
| 6 | 0.86 |
| 6 1/2 | 0.93 |

Part-time employees: Your timeoff allocation is prorated based on a full-time position, so these charts should be used to determine amount of time off.