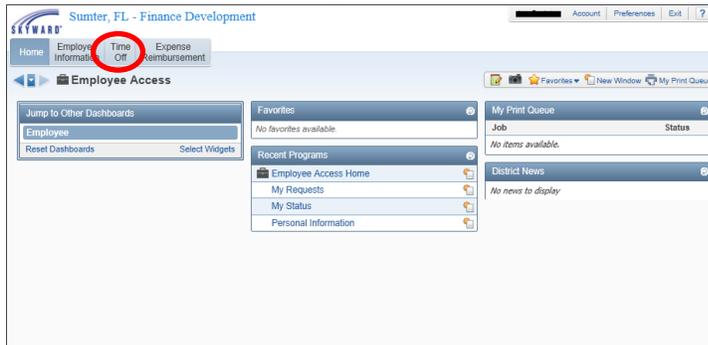


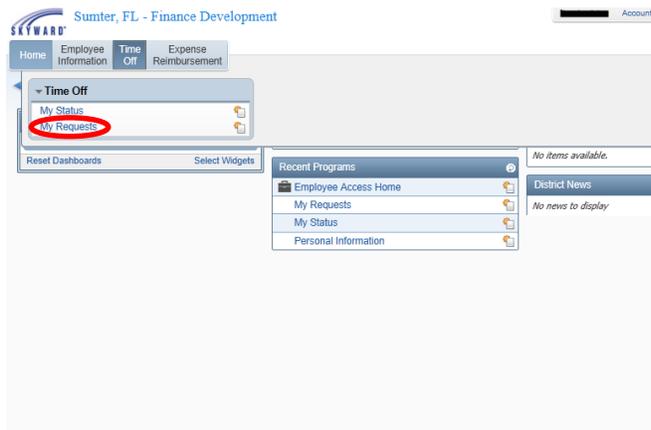
Requesting Time off in SKYWARD

Sign on to Skyward:

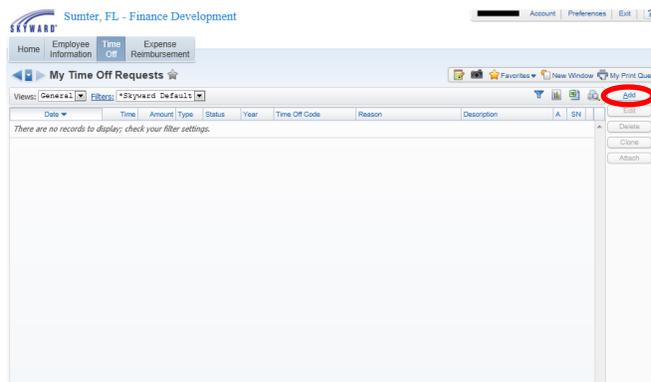
Click Time off Tab:



Click on My requests:



Click Add to enter a new request for absences



Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
FIELD TRIP HOURS	-15h 12m			-15h 12m			
JURY DUTY HOURS	0h 00m			0h 00m			
MILITARY LEAVE HOURS	0h 00m			0h 00m			
SICK HOURS	254h 54m			254h 54m			
TEMP DUTY HOURS	-38h 00m			-38h 00m			
UNPAID HOURS	0h 00m			0h 00m			
WC - FIRST 10 DAYS	0h 00m			0h 00m			

*Totals calculated up to Start Date (06/04/2014)

Time Off Request

* Time Off Code: Hours per Day: 7h 36m

* Reason: [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

* Start Date:

Hours: hours minutes

Start Time: AM

Sub Needed

Asterisk (*) denotes a required field

Enter Time off code (personal and sick have a time off code of sick)

Enter reason code: If the time off code is sick then you must enter a reason of sick or personal.

Sick leave is governed by law:

1012.61 Sick leave.—

(1) **ELIGIBILITY.**—Any member of the instructional staff or any other employee of a district school system employed on a full-time basis in the public schools of the state who is unable to perform his or her duty in the school on account of personal sickness, accident disability, or extended personal illness, or because of illness or death of father, mother, brother, sister, husband, wife, child, other close relative, or member of his or her own household, and consequently has to be absent from his or her work shall be granted leave of absence for sickness by the district school superintendent or by someone designated in writing by the district school superintendent to do so.

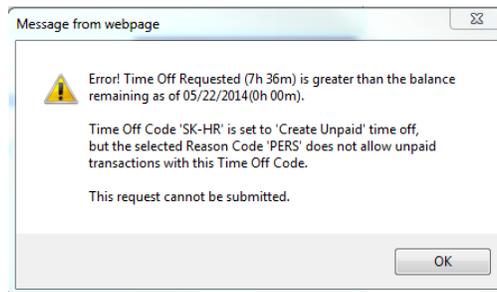
If the absences is a TDE , under the description , please enter the funding code first, followed by the departure time and event. Example: 33030 – Avid conference in Orlando – leave 07/01/14 7:00 am return 07/04/14 6:00 pm

Enter date and hours (your hours per day displays at the top of screen)

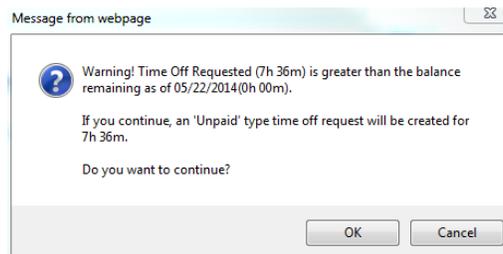
Press save when finished.

Clone your absence for multiple consecutive days

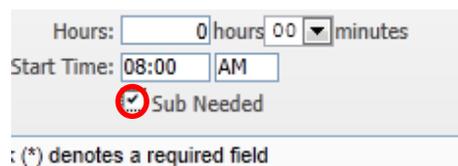
An error message will display if Personal is selected and the transaction will cause overuse of personal days. You will need to change it to Time Off code Unpaid, Reason Unpaid.



A Warning will display if Sick is selected and the transaction will cause overuse of Sick days. You will be able to proceed with the process, but it will make the absence an unpaid sick day.



If your absence will require a substitute, you will need to check "sub needed".



The AESOP login screen will appear, and you will need to sign in to proceed. You will enter the absence reason (sick, TDE, etc.) and full day/half day. Check that the date is correct and change it if it is not. Once the absence is filled out correctly, click "Create Absence". ***You do not need to enter a budget code into AESOP for any type of absence***

Create Absence Mon, Jul 7

Absence

Mon, Jul 7 at Wildwood Elementary

July 2014						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Absence Reason

Time to

Substitute Report Time to

Budget Code

Notes & Attachments

Notes to Administrator
(Viewable only by Administrator and Employee)

255 character(s) left

Notes to Substitute
(Viewable by Administrator, Employee, and Substitute)

255 character(s) left

File Attachments

Uploaded Files Related Files

NEXT STEPS

Status: Unfilled

ABSENCE SUMMARY

Substitute Required

Monday, Jul 7, 2014
7:25 AM - 3:01 PM
No Reason Selected