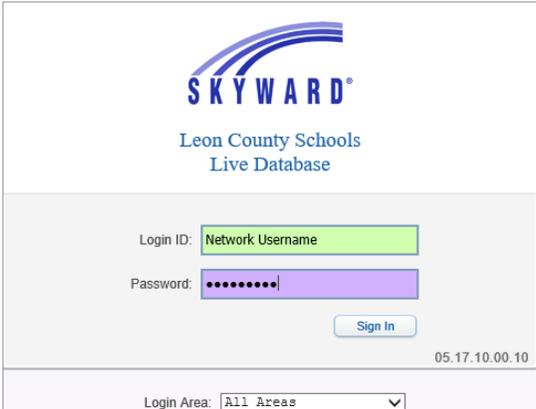


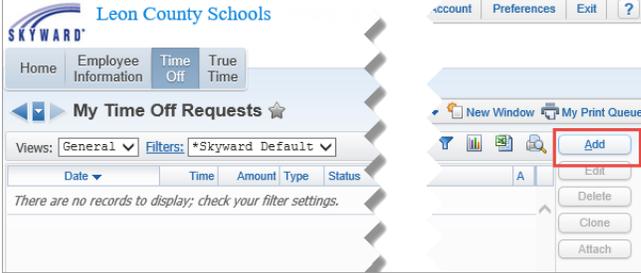
Review the information and frequency asked questions regarding the specific type of leave you are requesting found on the Leon County Schools website, <https://www.leonschools.net/Page/31126>.

Log into Skyward

Steps	Description
<p>Open Skyward</p>	<p>Online Leave Requests can be entered in Skyward through Employee Access (EA). EA can be accessed from the Leon County Schools homepage. www.leonschools.net</p> <p>From the Leon County Schools homepage, Select LCS Employees and click Skyward Login.</p> 

<p>Login</p> <p>On the Skyward Login screen, Enter your Leon County Schools network credentials.</p> <p>THE MAIN EMPLOYEE ACCESS WINDOW OPENS</p>	
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<p>Time Off</p> <p>Select "Time Off" from the Main Menu and then</p> <p>Select "My Requests" from the "Time Off" sub-menu.</p> <p>THE "MY TIME OFF REQUESTS" WINDOW OPENS</p>	
--	--

<p>Add a Request</p> <p>Click the "Add" button.</p> <p>THE "ADD" SCREEN OPENS</p>	
--	--

General Overview of the Add Screen

The Add screen is divided into 2 sections; Remaining Time Off and Time Off Request.

Remaining Time Off

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
ANNUAL	607h 00m			607h 00m			
BEREAVEMENT	0h 00m			0h 00m			
JURY DUTY/OTHER WITNESS	-8h 00m			-8h 00m		1	
SICK LEAVE	96h 00m			96h 00m			
SICK LEAVE POOLS	684h 00m			684h 00m			
TEMP DUTY	-24h 00m			-24h 00m			
UNPAID LEAVE	0h 00m			0h 00m			

Time Off Request

* Time Off Code: ANNUAL - Hours Hours per Day: 8h 00m

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

Description:

Maximum characters: 200, Remaining characters: 200

Type: Single Day Date Range

* Start Date: 04/02/2018 [Monday](#)

Hours: hours minutes

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Option	Description																																																																
Remaining Time Off	<p>The Remaining Time Off section displays all the leave types that you are eligible for and your available balances, including</p> <table border="1"> <thead> <tr> <th>Time Off Code</th> <th>Remaining</th> <th>Approved</th> <th>Waiting</th> <th>Available</th> <th>Future Remaining</th> <th>Future Waiting</th> <th>Future Available</th> </tr> </thead> <tbody> <tr> <td>ANNUAL</td> <td>607h 00m</td> <td></td> <td></td> <td>607h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>BEREAVEMENT</td> <td>0h 00m</td> <td></td> <td></td> <td>0h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>JURY DUTY/OTHER WITNESS</td> <td>-8h 00m</td> <td></td> <td></td> <td>-8h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SICK LEAVE</td> <td>96h 00m</td> <td></td> <td></td> <td>96h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>SICK LEAVE POOLS</td> <td>684h 00m</td> <td></td> <td></td> <td>684h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TEMP DUTY</td> <td>-24h 00m</td> <td></td> <td></td> <td>-24h 00m</td> <td></td> <td></td> <td></td> </tr> <tr> <td>UNPAID LEAVE</td> <td>0h 00m</td> <td></td> <td></td> <td>0h 00m</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available	ANNUAL	607h 00m			607h 00m				BEREAVEMENT	0h 00m			0h 00m				JURY DUTY/OTHER WITNESS	-8h 00m			-8h 00m				SICK LEAVE	96h 00m			96h 00m				SICK LEAVE POOLS	684h 00m			684h 00m				TEMP DUTY	-24h 00m			-24h 00m				UNPAID LEAVE	0h 00m			0h 00m			
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Approved	Number of hours of approved leave that has not yet been taken																																																																
Waiting	Submitted requests waiting for approval																																																																
Available	Leave Balance minus approved not yet taken leave and leave submitted for approval.																																																																

Time Off Request

Time Off Request

* Time Off Code: ANNUAL - Hours Hours per Day: 8h 00m ←

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

Description: *OPTIONAL*

Maximum characters: 200, Remaining characters: 190

Type: Single Day Date Range

* Start Date: 04/02/2018 Monday

Hours: 8 hours 00 minutes

Start Time: 08:00 AM

Select additional employees to notify when this request is submitted and approved/denied

[Select Employee\(s\):](#)

Asterisk (*) denotes a required field

Time Off Code

Select the Time Off code for the type of leave you are requesting. These are the only types of leave that can be requested online. For other leave such as Military, Workers Comp, FMLA etc. contact your site's Leave Administrator for assistance.

- ANNUAL - Hours

BEREAVEMENT - Hours

JURY DUTY/OTHER WITNESS - Hours

SICK LEAVE - Hours

SICK LEAVE POOLS - Hours

TEMP DUTY - Hours

UNPAID LEAVE - Hours

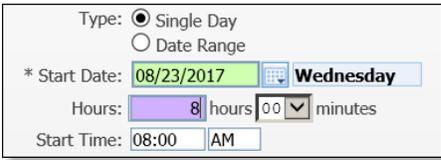
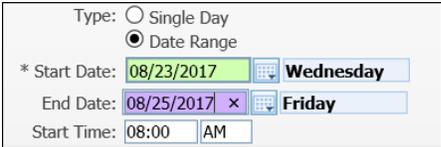
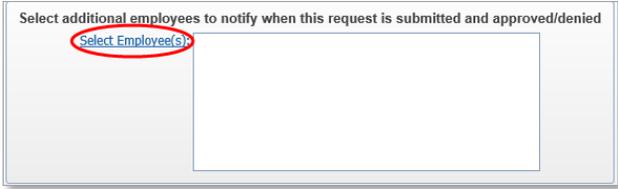
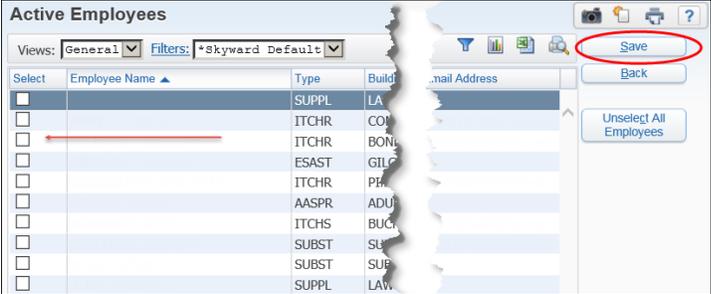
The max number of hours per day you can request is displayed next to the Time Off Code selection.

Reason Code

Select the reason. Each time off code has its own reason code(s)

TIME OFF CODES	REASON CODES
ANNUAL	ANNUAL
SICK LEAVE	SICK LEAVE
SICK LEAVE	EMERGENCY
SICK LEAVE	PERSONAL CHARGED TO SICK
COMPENSATORY TIME	COMPENSATORY TIME
JURY DUTY*	EMPLOYEE REQUEST
BEREAVEMENT*	EMPLOYEE REQUEST
TEMP DUTY	TEMP DUTY
OTHER	OTHER
UNPAID	UNPAID

*Requires supporting documentation. See Chapter 3 for instructions on how to attach required documents.

Description	Enter a description of the leave request - Optional	
Type	<p>Single Day</p> 	<p>Start Date The date you are requesting off</p> <p>Hours Enter the number of hours you are requesting off for the day up to your shift or route hours.</p> <p>Start Time The time of that your leave begins. For a full day this is your shift or route start time</p>
	<p>Date Range</p> 	<p>Start Date The date you are requesting off</p> <p>End Date The last work day you are requesting off before your return to work.</p> <p>Start Time The time of that your leave begins. For a full day this is your shift or route start time</p>
Select Employees	<p>Your Immediate Supervisor and Site Administrator are notified by default of the absence.</p> <p>To notify other employees click the “Select Employee(s)” link to select employees;</p>  <p>Click the “Save” button to return to the “Add” screen.</p> <p>The selected employees will receive an email notifying them of your days off after the request is approved by your supervisor.</p> 	

Click the **“Save” button to submit the request.**
You will be returned to the **“My Time Off Requests” screen.**

Overview

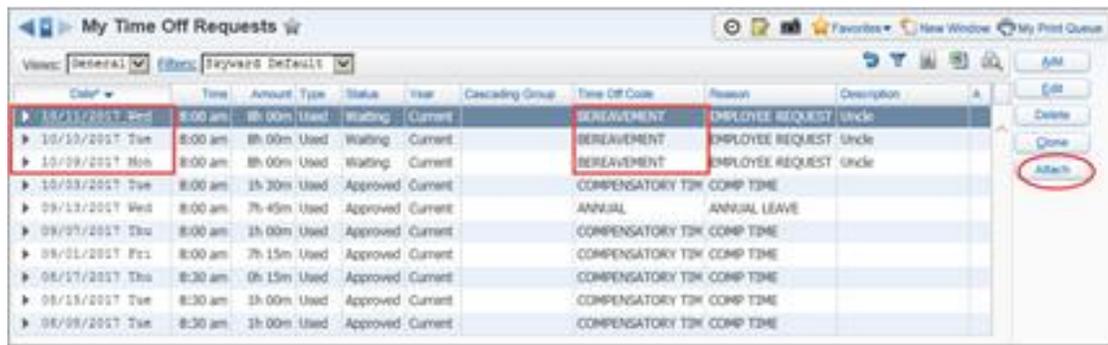
Leave types such as Jury Duty and Bereavement that require documentation to support the claim can be entered online. The documentation must be submitted to Leave Accounting for approval. If the claim is not approved other paid leave must be substituted for the leave.

Jury Duty and Bereavement

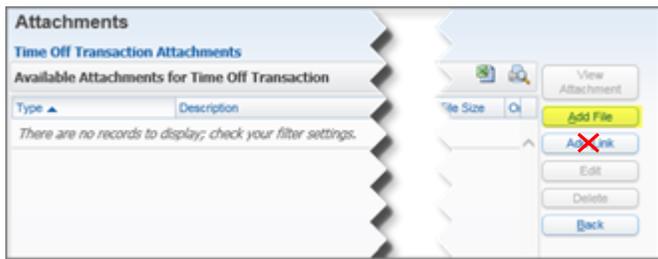
When selecting Time Off Codes Jury Duty or Bereavement, the only Reason Code available is Employee Request. The request must be saved before the supporting documentation can be attached.

Attaching Documents

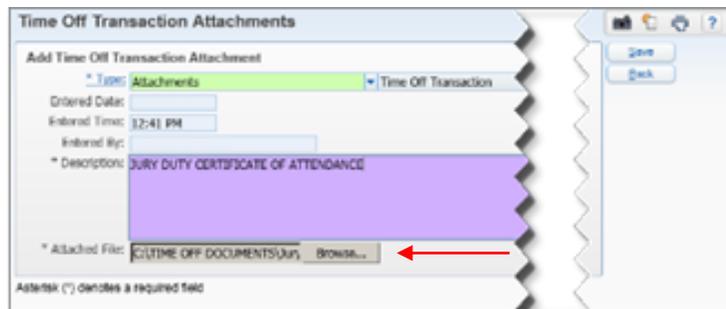
From the My Time Off Requests Screen; select the transaction you want to attach documents to. The documents must be attached to every day of the requested leave.



Click the Attach button. The “Attachments” screen opens. Click the Add File button to attach a file.



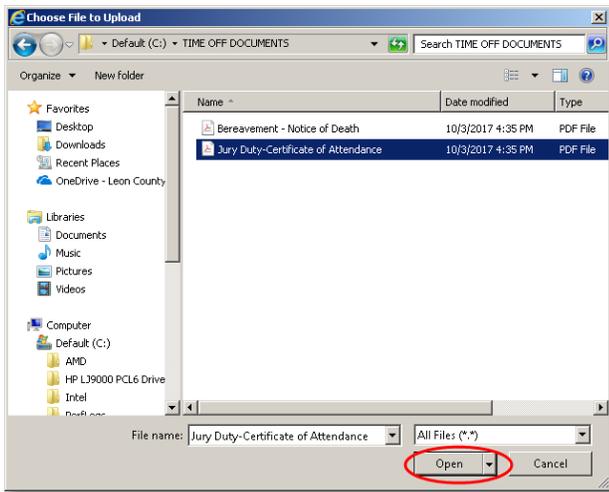
DO NOT USE THE “ADD LINK” BUTTON AS IT ADDS A SHORTCUT TO A URL THAT MAY ONE DAY NO LONGER BE VALID. ALWAYS USE THE ADD FILE BUTTON TO UPLOAD A FILE TO THE SERVER.



The “Time Off Transactions Attachments” screen opens.

- **Type:** Select “Attachments”
- **Entered Date:** Prefilled – Current Date
- **Entered Time:** Prefilled – Current Time
- **Entered By:** Prefilled – Current User
- **Description:** Enter the name of document you are attaching in support of the claim

Click the Browse button to select a file to upload. The [“Choose File to Upload”](#) window opens.



- Navigate to directory where you saved the scanned documents.
- Select the file and click the **“Open”** button to attach the selected file.

You will be returned to the [“My Time Off Requests”](#) screen.

Note the **“Attach”** button is now displayed as **“*Attach”** which indicates that there is an attachment.



THE DOCUMENTATION MUST BE ATTACHED TO EACH DAY OF THE REQUEST.

Repeat the steps to open and attach the documentation to each day of the requested leave.

Leave Accounting will not review the request without Attachments.

If you have any trouble attaching documents or do not have access to a scanner please contact your Site Administrator. Once the request has been approved by your supervisor the local leave administrator can scan and attach documents for you.

Approval

If the request is approved the reason code will be changed to either Jury Duty or Bereavement based on the type of leave requested. If the request is denied then the request will be deleted and you must use other paid leave to make up for the time. If you do not have any paid leave to substitute then absence will be treated as unpaid leave.