## Certified Staff Blockout/Discretionary Leave Request

To request Blockout/Discretionary Leave login to Employee Access



From the Employee Access area confirm that you have enabled the following widgets:

- Task Processes this allows you to create a new request
- Task Manager this allows you to see where in the process the task is
- Task History this shows your completed requests

If they are not enabled, click the **Select Widgets** option and click the box to enable. Click **Save.** 

Click the appropriate request (Elementary or Secondary). Please be sure to choose the correct level as this is how it is sent to the appropriate HR Manager.

Employee Time Information Off     Employee Access	-		
Jump to Other Däshboards		Favoriles	6
*Calendar		No favoriles available.	
Skyward User	T	Contraction and the	
Employee		Task Precesses	2
Reset Dashboards	elect Widgets	App/Software Request	
		Elementary Certified Staff Black	out request
Recent Programs.	2	Secondary Certified Staff Blacko	ut request
Employee Access Hops	Ű	SPED App/Software Request	
My Requests	ญ	No. of Concession, Name	(FO)
Check Histor	<u><u></u> <u> </u> <u> </u></u>	Task Manager	
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Mancial Management Home	<b>\$1</b>		
WF	-	There are no processes initiated by yo	ου.
C Dashboard Maintenance - 05.17.10.00 Dashboard Maintenance Skoward User	0.03 - Login - Po	wered by Skyward —	۰ ۵ ×
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Everyone's Widgets			Add
Calendar Events Web Favorites		Dashboard	
Employee Widgets			Rename Selected Dashboard
✓ ★ Favorites ✓ ★ My Print Queue		Delete	
My Time Off Status		cations	Selected
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	<b>⊡ ≭</b> 1a	SK PIOLESSES	Selected

Task Processes	0
App/Software Request	
Elementary Certified Staff Blockout request	20.25
ELL App/Soft ware Request	
Secondary Certified Staff Blockout request	_
SPED App/Software Request	

## Certified Staff Blockout/Discretionary Leave Request

Click "Open" to begin your Leave request. Once complete, click Save or Save and Print. After completing the request form, you may add notes or attachments by clicking the corresponding button on the right side of this screen. Once you have added notes or attachments or are ready to submit the form to your supervisor please click the "Choose Next Task" option on the right side of this screen.

IT TM Process: Elementary Certified Staff Blockout request - 05.17.10.00.03 - Login - Powered by Skyward			×
TM Process: Elementary Certified Staff Blockout request	Ø	የጋ 🛱	?
Employee: Statistication Planae To be completed when District approval is required under	er the Negotiated	Agreemen	t.
1. General	Blockout	Discr	1
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Custom Forms	2. Notes	- 1	
Custom Profile Blockout Day Discretionary Leave Request Blockout Day DISCRETIONARY LEAVE Request	<ol> <li>Attachme</li> <li>Choose N</li> </ol>	nts ext Task	
	Step 1 of 4		

Enter request information for Employee. Leave Administrator and Business Office fields blank.

Choose one:

- Save
- Save and Print
- Back (this takes you back to the beginning screen and doesn't retain your request)

fif Blockout Day DIS	CRETIONARY LEAVE Request - 05.	17.10.00.03 - Logir	n - Powered by Skywa	rd —	
Blockout Day	DISCRETIONARY LEA	VE Reques	t	6	Q ? ^
Name:	Employee	Type: Teacher	Building Code: DH	1	Save Save and Print Back
Π	Blockout Day DISCRE be completed when District approva	ETIONARY LEAV Il is required under SD #232	E Request the Negotiated Agreeme	nt)	
Name	effettetelenen ff masserer				
Position/Building	Teacher (Sept-Aug)	De Soto Hig	h School		
Dates of Leave: Beginning Date		Through:	nore than one day)	) pm 🗌 Ali D	sy
Total Length of Abes	ence enter hours: 0 en	iter minutes:	0	_	
Discretionary Leave Short term absences reasons as outlined t leave, observantin of	Excerpt from USD 232 Negotiate for leave (considered 10 or less of relow, including personal illness, i funnminational religious holidays	d Agreement): consecutive work mmediate family i s, association leav	days) may be granted Illness, discretionary k re, and civic duty leav	l for approve eave, bereav e. Leave not	d rement related

If you would like to add additional notes or attachments, click the corresponding link.

TM Process: El	ementary Certified Staff Block	kout request		0 1 7
Employee:	AND THE REAL PROPERTY OF THE R	To be completed when District a	pproval is required un	nder the Negotiated Agreement.
1. General				<b>Blockout/Discr</b>
Click "Open" to beg notes or attachmen are ready to submit	in your Leave request. Once complete, click s ts by clicking the corresponding button on th the form to your supervisor please click the	Save or Save and Print. After completing the request for e right side of this screen. Once you have added notes "Choose Next Task" option on the right side of this scre	rm you may add or attachments or een.	Leave Request
Custom Form	IS			2. Notes
Custom Profile B	lockout Day Discretionary Leave Request	Blockout Day DISCRETIONARY LEAVE Request	Open	3. Attachments     4. Choose Next Task

Once you have added notes or attachments and are ready to submit the form to your supervisor please click the **Choose Next Task** option. This will send notification to your supervisor that they have a request to review.