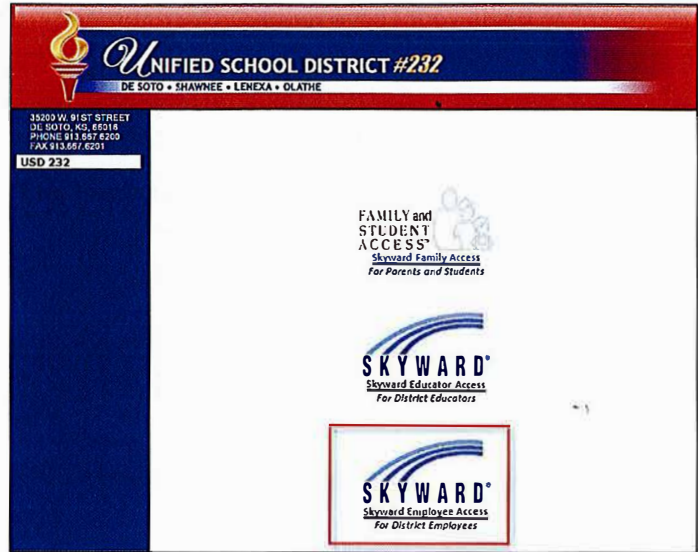


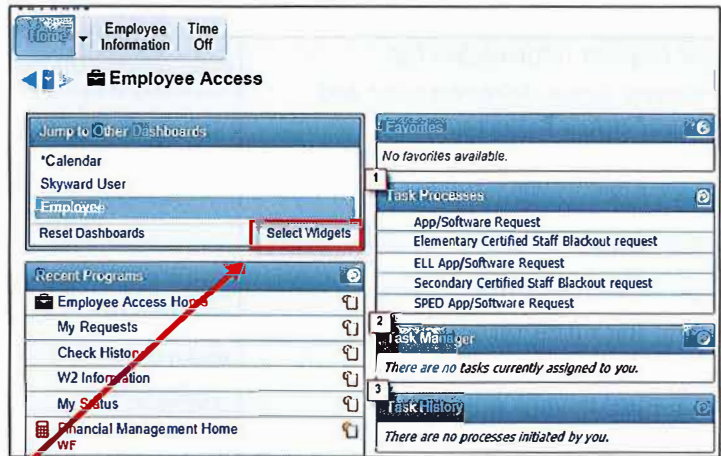
Certified Staff Blockout/Discretionary Leave Request

To request Blockout/Discretionary Leave login to Employee Access

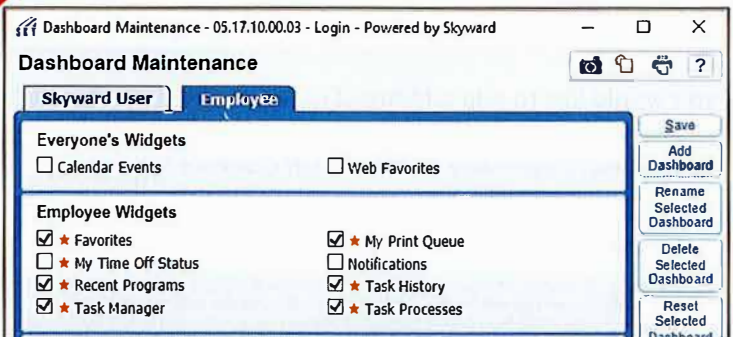


From the Employee Access area confirm that you have enabled the following widgets:

- 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.



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.

TM Process: Elementary Certified Staff Blockout request - 05.17.10.00.03 - Login - Powered by Skyward

TM Process: Elementary Certified Staff Blockout request

Employee: [Redacted] To be completed when District approval is required under the Negotiated Agreement.

1. General

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.

Blockout/Discretionary Leave Request

1. General
2. Notes
3. Attachments
4. Choose Next Task

Custom Forms

Custom Profile Blockout Day Discretionary Leave Request Blockout Day DISCRETIONARY LEAVE Request **Open**

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)

Blockout Day DISCRETIONARY LEAVE Request - 05.17.10.00.03 - Login - Powered by Skyward

Blockout Day DISCRETIONARY LEAVE Request

Name: [Redacted] Employee Type: Teacher Building Code: DH

Blockout Day DISCRETIONARY LEAVE Request
(To be completed when District approval is required under the Negotiated Agreement)
USD #232

Name: [Redacted]

Position/Building: Teacher (Sept-Aug) De Soto High School

Dates of Leave: [Redacted] AM PM All Day Through: [Redacted] AM PM All Day
Beginning Date Ending Date (if more than one day)

Total Length of Absence enter hours: [0] enter minutes: [0]

*Discretionary Leave (Excerpt from USD 232 Negotiated Agreement):
Short term absences for leave (considered 10 or less consecutive work days) may be granted for approved reasons as outlined below, including personal illness, immediate family illness, discretionary leave, bereavement leave, observance of denominational religious holidays, association leave, and civic duty leave. Leave not related*

Save
Save and Print
Back

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

TM Process: Elementary Certified Staff Blockout request - 05.17.10.00.03 - Login - Powered by Skyward

TM Process: Elementary Certified Staff Blockout request

Employee: [Redacted] To be completed when District approval is required under the Negotiated Agreement.

1. General

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.

Blockout/Discretionary Leave Request

1. General
2. Notes
3. Attachments
4. Choose Next Task

Custom Forms

Custom Profile Blockout Day Discretionary Leave Request Blockout Day DISCRETIONARY LEAVE Request **Open**

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.