

## Cheat Sheet: Marking Leave in Skyward Brought to you by the De Soto Teachers' Association Fall, 2021



**Step One:** Login to "Skyward Employee Access." Select "Time Off" in the top left hand corner → "My Requests" from the drop down menu → "Add" from the right hand side. Your screen will look similar to the picture below. Note that your "Reason" box may show a different option.

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
<a href="#">*Short Term Leave</a>	727h 30m	16h 00m		711h 30m			
Jury Duty	0h 00m			0h 00m			
Leave Without Pay	0h 00m			0h 00m			
Personal	0h 00m			32h 00m			
Professional Leave				-37h 15m			
Workman's Comp	0h 00m			0h 00m			

**Time Off Request**

\* Time Off Code: [\\*Short Term Leave - Hours](#) Hours per Day: 8h 00m

\* Reason: [Personal-Not Medically Related](#) [Detail...](#)

Description:

Maximum characters: 200, Remaining characters: 200

Type:  Single Day  Date Range

\* Start Date:

Hours:  hours  minutes

Start Time:

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

Select Employee(s):

[Save](#)  
[Back](#)

Asterisk (\*) denotes a required field

**Reminder:** Full-time employees are given 4 "Protected Discretionary Leave" days a year (32 hours) and 8 "Discretionary Leave" days (64 hours) a year. **"Protected Discretionary Leave" is now called "Personal" and is noted on its own line as pictured above.** Your "Discretionary Leave" is combined with your "Short Term Leave" in your Skyward "buckets." ANY unused leave is rolled over into accumulated sick leave, also known as "Short Term Leave" at the end of each year.

**Step Two:** Mark your "Time Off Code" by clicking the drop down arrow and selecting the leave "bucket" your time should be deducted from.

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
<a href="#">*Short Term Leave</a>	727h 30m	16h 00m		711h 30m			
Jury Duty	0h 00m			0h 00m			
Leave Without Pay	0h 00m			0h 00m			
Personal	32h 00m			32h 00m			
Professional Leave	-37h 15m			-37h 15m			
Workman's Comp	0h 00m			0h 00m			

  

Time Off Request	
* Time Off Code:	*Short Term Leave - Hours <input type="button" value="v"/> Hours per Day: 8h 00m
* Reason:	*Short Term Leave - Hours
Description:	Jury Duty - Hours Leave Without Pay - Hours Personal - Hours Professional Leave - Hours Workman's Comp - Hours
Type:	<input type="radio"/> Date Range
* Start Date:	09/17/2018 <input type="button" value="c"/> Monday
Hours:	0 hours 00 minutes
Start Time:	08:00 AM
Select additional employees to notify when this request is submitted and approved/denied	
<a href="#">Select Employee(s):</a>	

Asterisk (\*) denotes a required field

**Reminder:** Most of the time, you will want to select "Short Term Leave." All short term leave is "discretionary." It can be used for personal leave or sick leave.

You will only use the "Personal" bucket if you are out of the 8 "Discretionary Leave" days for this year and you want to take a "personal" day.

If you are out of all leave for this year but need a "sick day", you want to deduct the time from your accumulated leave which is also your "Short Term Leave." (Please note that this only applies if you are a returning employee and have accumulated leave.)

The status of all leave "buckets" will always appear at the top of this screen. Leave is noted in HOURS not days.

**Step Three:** Mark your “\*Reason” by clicking the drop down arrow and selecting a general reason for your absence.

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
<a href="#">*Short Term Leave</a>	727h 30m	16h 00m		711h 30m			
Jury Duty	0h 00m			0h 00m			
Leave Without Pay	0h 00m			0h 00m			
Personal	32h 00m			32h 00m			
Professional Leave	-37h 15m			-37h 15m			
Workman's Comp	0h 00m			0h 00m			

  

Time Off Request	
* Time Off Code:	*Short Term Leave - Hours Hours per Day: 8h 00m
* Reason:	Personal-Not Medically Related <a href="#">Detail...</a>
Description:	Bereavement Doctor/Dentist appt FMLA
Type:	Maternity Leave Military Leave Personal Illness
* Start Date:	Personal-Not Medically Related
Hours:	Sick Child Sick Parent Sick Spouse Surgery
Start Time:	
Select additional employees to notify when this request is submitted and approved/denied	
<a href="#">Select Employee(s):</a>	

Asterisk (\*) denotes a required field

**Reminder:** Please choose the appropriate code. It will cause fewer problems for you and for the district office. For example, if you choose “Personal” but you are sick and should have selected “Personal Illness”, you could be docked pay rather than simply having your time deducted from your accumulated leave/“Short Term Leave” bucket.

Additionally, if you choose “Personal Illness” and you are out “Discretionary Leave” for the year, it will automatically draw from your accumulated leave/“Short Term Leave” bucket, if you have any. You want sick days to come from the “Short Term Leave” bucket so be sure to select the appropriate reason.

Lastly, a “description” is not required, but might be helpful to avoid confusion and to obtain permission for sick leave on a blackout day.

**Step Four:** Complete your entry by entering the date(s), number of hours of the absence and start time. Add additional employee email addresses, like the building secretary if needed, and click “Save”. You’re done! 😊