Guidelines for Reporting Absences

Absences must be reported using Aesop and Skyward Employee Access. Please follow the following guidelines:

**Sick, Dependent Childcare, Serious Illness, Funeral, Jury Duty, and Personal Leave:**

**Short-notice Absences (the night before or early the morning of the absence):**
1. Immediately report your absence into Aesop’s automated system either by phone or computer and enter the absence details in Skyward Employee Access the day you return from your absence.

**Pre-arranged Absences:**
1. Report your absence to the building secretary or to the secretary where the absence starts and enter the absence details in Skyward Employee Access (after your absence has been approved, it will show up in True Time)

**Professional Development/Other:**
For absence reasons that do not impact your paid time off including professional development, fieldtrips, IEP meetings etc, please follow the following guideline:
1. Request approval for your absence from your building principal, in advance, through a C-66 Form, and enter your absence into Aesop’s automated system either by phone or computer and enter the absence details in Skyward Employee Access.
2. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date
3. Professional Development absences do not have to be entered in Skyward Employee Access.

**For Extended Absences:**
For absences that require a duration of more than three days:
1. Notify HR Office of your leave request and report your absence to the building secretary or the secretary where the absence starts prior to the absence date, and enter the absence details in Skyward Employee Access prior to your absence (after your absence has been approved, it will show up in True Time)

**Important Notes:**
Deductions for the following absences: Sick leave, Dependent Childcare, Serious Illness, Bereavement Leave, Time-Off-Without-Pay, and Personal Leave can be made in increments of one hour, with 15 minute increments thereafter.

**Please contact Karla Michanowicz, 715-261-0518 (Ext. 21518) with questions about Aesop.**

Employee Access Time-Off Procedures
1. Log in to Skyward Employee Access.
2. Left click the TIME OFF.
3. Left click the MY REQUESTS.
4. Left click APPLY FILTER – if a FILTER OPTIONS window displays
5. Left click ADD
6. Left click the drop-down arrow next to the TIME OFF CODE to select a type of leave.
   Select type of leave.
   - Dependent Care: select SICK LEAVE (time off code) and DEPENDENT CARE (reason code).
   - Serious Illness: select Sick Leave (time off code) and Serious Illness (reason code).
7. Left click the DESCRIPTION box and enter short description for the request.
   - Serious Illness Leave requires name of relative, relationship, circumstances requiring employee, name of doctor.
   - Funeral Leave requires name of relative and relationship.
8. Select SINGLE DAY or DATE RANGE.
   SINGLE DAY – use to request a single full or partial day off.
   DATE RANGE – use to request consecutive full days off.
9. Select a calendar START DATE for a SINGLE DAY or a START DATE and END DATE for a DATE RANGE time off request.

**Complete steps 8, 9, and 10 when submitting a SINGLE DAY request.**

10. Enter the number of HOURS you will be gone.
11. Select the 15 MINUTE increment, if needed.
12. Enter the START TIME of the absence.
13. Left click SAVE and the request will automatically be submitted to your supervisor.
14. Left click BACK and EXIT to Log out of employee Access.
   - You will receive an email, from your supervisor or Human Resources, after your time off request has been approved or denied.
   - To cancel a leave request that has already been approved, you must enter a new request with a negative (-1 day/hour) for the same day. To cancel multiple days, each day must be entered individually.

**Important Notes:**
Deductions for the following absences: Sick leave, Dependent Childcare, Serious Illness, Bereavement Leave, Time-Off-Without-Pay, and Personal Leave can be made in increments of one hour, with 15 minute increments thereafter.

**Please contact Randy Lewandowski, (Ext. 21519), with questions about Skyward – Employee Access.**