



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**
2. 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**
2. Immediately 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**
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**
2. Report your absence to the building secretary or the secretary where the absence starts prior to the absence date, **and**
3. 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*)

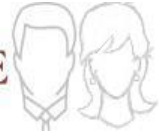
Important Notes:

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™



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.****