Time Off Request

I NEED TO ENTER AN ABSENCE. WHAT DO I DO NOW?

Log on to SKYWARD

- Employee Access
- Time Off
- My Request
  - Select (Add) on the right hand side

Which leave do I select?

- I am sick or my immediate family member is ill ---**LOCAL Sick** or STATE Personal

- I have a family emergency or a death in my immediate family ---**LOCAL SICK** or STATE PERSONAL

- I am going to pick up a friend/family member from the airport*– **STATE PERSONAL**

- Any events scheduled in advance* – **STATE PERSONAL**

- My supervisor is sending me to a training and I need a substitute –– **PROFESSIONAL DEVELOPMENT**

- I have been summoned for jury duty –– **JURY DUTY**

- I need to take off 5 consecutive work days for a discretionary* absence. According to Board Policy DEC (LOCAL) I will exceed three consecutive workdays of discretionary* leave with this absence.

  -- *LEAVE W/O PAY* for the number of consecutive days *exceeding* three

- I have already taken five total workdays of discretionary* leave this semester. What about any additional discretionary* leave this semester? –– **LEAVE W/O PAY**

- I have used all of my STATE and LOCAL days(available leave) –**LEAVE W/O PAY**

*__Discretionary:__ Leave taken at an employee's discretion _that can be scheduled in advance _is considered discretionary leave. An employee wishing to take discretionary leave _**must submit a request to his or her principal or supervisor seven (7) days in advance**_ of the anticipated absence. The effect of the employee's absence on the education program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor. (Employee Handbook pages 23-33)

My Time Off Request

▶ A new screen will open, you will notice listed up top is your remaining Time Off

▶ Please make sure you fill out this information below. Please put a brief reason in the description box.

▶ If it is more than a single day, you will need to select (Date Range), then you select the Start and End date.

○ If your position requires a substitute, check the SKYWARD (Sub Needed) box.

○ Click (Save) on the right hand side. If Sub Needed, the frontline/AESOP login screen will automatically open. You will need to login and enter your absence in frontline/AESOP.

Skyward and frontline/AESOP should match

Skyward

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Code Type:      COMP [COMP TIME HOURS]
                JURY [Jury Duty]
    * Date:     LSL [LOCAL SICK LEAVE]
* Trans. Type:  LWP [LEAVE W/O PAY]
   Amount:      PDY [STATE PERSONAL]
   Reason:      PROFD [Professional Development]
                SSL [STATE SICK LEAVE]
Description:
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frontline/AESOP

Absence Reason

Select One
Select One
Local Sick Leave
~~Staff Development~~
Extra Curricular
Jury Duty
Professional Develop
State Personal Leave
State Sick Leave

AFTER SKYWARD REQUEST has been saved and it automatically opens up frontline/AESOP

1. Enter ID
2. Enter Pin
3. Fill out Absence Information
4. Click (Create Absence)
   1. You do have the option to
      (Create Absence & Assign Sub)

Important Notifications

| High | Plainview ISD | posted on Thursday, September 1, 2016 |

Make sure your absence is entered in Skyward first!
If no sub is required, the absence does not need to be entered into AESOP.
If you are using discretionary leave, make sure you have approval through Skyward before entering the sub request into Absence Management (AESOP)

Contact Information

Human Resources Department

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Payroll Department

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