

# Requesting Time Off

# Employee Access

The screenshot displays the Midlothian SKYWARD system interface. At the top left, the logo for SKYWARD and the name Midlothian are visible. A blue arrow points to the Midlothian text. In the top right corner, there is a user profile area with a blacked-out name and links for Account, Preferences, and Exit. Below the logo, a navigation bar contains several menu items: Home, Employee Information, Time Off, True Time, and FastTrack Open Positions. The Time Off menu item is highlighted, and a blue arrow points to it. A dropdown menu is open under Time Off, listing My Status, My Requests, My Approvals, and My Employees, each with a small icon to its right. A blue arrow points to the My Requests item in the dropdown menu.

# Add your time off request

The screenshot shows the Skyward Midlothian web application interface. At the top left is the Skyward logo and the name 'Midlothian'. On the top right, there are links for 'Account', 'Preferences', 'Exit', and a help icon. Below this is a navigation menu with options: 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'. The 'Time Off' option is selected. The main heading is 'My Time Off Requests' with a star icon. To the right of the heading are icons for 'Favorites', 'New Window', and 'My Print Queue'. Below the heading, there are dropdown menus for 'Views: General' and 'Filters: \*Skyward Default'. A toolbar contains icons for a funnel, bar chart, document, and magnifying glass. On the right side, there is a vertical list of buttons: 'Add', 'Edit', 'Delete', 'Clone', and 'Attach'. A blue arrow points to the 'Add' button. The main content area is empty and contains the text: 'There are no records to display; check your filter settings.'

Date	Time	Amount	Type	Status	Year	Time Off Code
<i>There are no records to display; check your filter settings.</i>						

# Choose time off code from drop down menu.

- You will only be able to choose leave that is available to you. Verify hours per day
- *If you are out of leave, you must select “Dock No Leave Available”.*  
**Your paycheck will be docked if this option is chosen.**
- Enter Reason Code
- Description of absence –  
**\*Mandatory for Comp. Time & Absence Request**
- Enter date of absence
- Enter full day or half day
- Comp. Time will need to be entered in **hours**
- Save

The screenshot shows a web browser window with the title 'Add - 05.18.06.00.07 - Internet Explorer'. The main content area is titled 'Add' and contains two main sections:

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
DOCK NO LEAVE AVAILABLE	0 Days			0 Days			
LOCAL (01)	2.5 Days			2.5 Days			
NON-DUTY DAY 226/231	11.5 Days			11.5 Days			
STATE (02)	31 Days			31 Days			

**Time Off Request**

\* Time Off Code: LOCAL (01) - Days Hours per Day: 7h 30m

\* Reason: PERSONAL LEAVE Detail...

Description:

Maximum characters: 200, Remaining characters: 200

\* Start Date: 09/21/2018 Friday

Days: 0.0000

Start Time: 08:00 AM

Asterisk (\*) denotes a required field

Buttons: Save, Back

A blue arrow points to the 'Save' button.

Date range (Ex. Three days of local time) you must use **the same Time Off Code and Full Days consecutively.**

The screenshot shows a Microsoft Word document with a time off request form embedded in it. The form is titled "Add" and contains the following sections:

**Remaining Time Off**

Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
AdminCURRIRULUM PD	0 Days			0 Days			
DOCK NO LEAVE AVAILABLE	0 Days			0 Days			
LOCAL (01)	0.5 Days			0.5 Days			
NON-DUTY DAY 226/231	7.5 Days			7.5 Days			
SCHOOL BUSINESS MEETING	-3 Days			-3 Days			
STATE (02)	29 Days			29 Days			

**Time Off Request**

\* Time Off Code: STATE (02) - Days Hours per Day: 7h 30m

\* Reason: PERSONAL LEAVE

Description:

Type:  Single Day  Date Range

\* Start Date: 12/11/2018 Tuesday

End Date:

Start Time: 08:00 AM

Asterisk (\*) denotes a required field

The form is displayed in a window titled "Add - 05.18.10.00.03-11.7 - Internet Explorer". The Word document's ribbon shows the "Picture Tools" tab with the "Format" sub-tab selected. The status bar at the bottom indicates "Page 1 of 1" and "0 words".

# If you need a Substitute – you must check the Sub Needed box

This box is only available if you are allowed a Substitute

Once you save your request, you will be linked to the AESOP system

You must log in and create your absence to request a Substitute

**Remember – If you cancel your absence, you must cancel your Substitute in AESOP**

**Add**

Remaining Time Off							
Time Off Code	Remaining	Approved	Waiting	Available	Future Remaining	Future Waiting	Future Available
COMP HOURS	35h 28m	-1h 00m		36h 28m			
DOCK NO LEAVE AVAILABLE	0 Days			0 Days			
FUNERAL/BEREAVEMENT	0 Days			0 Days			
JURY DUTY	0 Days			0 Days			
LEAVE OF ABSENCE - APPROVED	0 Days			0 Days			
LOCAL (01)	3 Days			3 Days			
NON-DUTY DAY 226/231	18.25 Days			18.25 Days			
OLD ST SICK EARNED 1996 (07)	0 Days			0 Days			
STATE (02)	37.75 Days			37.75 Days			

**Time Off Request**

\* Time Off Code: LOCAL (01) - Days Hours per Day: 7h 30m

\* Reason: PERSONAL LEAVE [Detail...](#)

Description: TEST  
Maximum characters: 200, Remaining characters: 196

\* Start Date: 09/21/2018 Friday


Days: 1.0000

Start Time: 08:00 AM

Sub Needed

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

Asterisk (\*) denotes a required field



# Your Supervisor will receive an email to approve your request

## Time Off Request Details

---

Name: [REDACTED]  
Employee Type: CP226 - AIDE-226  
Start Date: 09/21/18  
Start Time: 8:00 AM  
Days/Hours: .5 Days  
Description: TEST  
Group: Not on stub  
Time Off Code: DOCK NO LEAVE AVAILABLE  
Reason: PERSONAL LEAVE

## Time Off Request Approval History

---

Date	Time	Event
09/21/18		Time Off Request Created.
09/21/18	10:51 AM	Waiting for approval from [REDACTED]

...

# You will see the status of your request

The screenshot shows a web application interface for 'My Time Off Requests'. The page title is 'My Time Off Requests - 05.18.06.00.07 - Internet Explorer'. The application logo is 'SKYWARD Midlothian'. The navigation menu includes 'Home', 'Employee Information', 'Time Off', 'True Time', and 'FastTrack Open Positions'. The 'Time Off' menu item is selected. The page title is 'My Time Off Requests'. The view is set to 'General' and the filter is '\*Skyward Default'. A table displays one record with the following data:

Date	Time	Amount	Type	Status	Year	Time Off Code	Reason	Description
09/21/2018 Fri	8:00 am	0.5 Days	Used	Waiting	Current	LOCAL (01)	PERSONAL LEAVE	TEST

A blue arrow points to the 'Waiting' status in the table. On the right side of the table, there are buttons for 'Add', 'Edit', 'Delete', 'Clone', and 'Attach'. At the bottom left, there is a dropdown menu for '20' and the text '1 records displayed'. At the bottom right, there is a 'Date:' field. The browser's address bar shows 'My Time Off Requests' and the status bar shows '100%'.



- Once approved your leave day will be deducted from your time off balance
- If you are on the True Time timekeeping system, your absence will reflect on your time sheet
- You may delete your request UNTIL it is approved.
- Once approved you must add another request with the exact date of the previous request with a (-) negative sign in front the same duration (full day, half day or hours) to receive your time back