

**\*\*NOTIFY YOUR BUILDING SECRETARY OR DESIGNATED PERSON(S) VERBALLY OR BY EMAIL FOR SUBS TO BE HIRED.**

**FILL OUT A LEAVE REQUEST SO THAT YOU ARE PAID\*\***

**\*\*For Professional Meetings without students** please remember to fill out the Professional Meeting form on the District Office Leave tab on the District Website

You will go to the [yorkpublic.org](http://yorkpublic.org) website to find the leave request under the District Office tab.

Click on LEAVE FORMS then click on **STAFF LEAVE REQUEST**

### To Request Leave

- ❖ Log in using your badge number. Your pin number is currently your badge number as well.
- ❖ You may change your pin number by clicking on “Change PIN” and following instructions.
- ❖ This is a picture of the screen you will see.

Operation	Description	Effective
Logged into System	Logged In	Tue Jun-18 13 10:09a
Logged into System	Logged In	Tue Jun-18 13 9:59a
Request Time Off	Winkler, Rhonda Request 1:30 Sick Leave Time Off on Jun-7 13 to May-30 13	Tue Jun-11 13 3:48p
Request Time Off	Winkler, Rhonda Request Time Off PersW/OPay from May-28 13 to May-30 13	Tue Jun-11 13 3:47p
...	Winkler, Rhonda Request Time Off PersW/OPav from May-15 13	

  

Status	Request	Date	Comments
Approved	Sick Leave 1.50	Fri Jun-07 13	Tue Jun-11 13 3:51p RWINKLER
Approved	PersW/OPay 24.00	Tue May-28 13 Thu May-30 13	Tue Jun-11 13 3:51p RWINKLER

- ❖ The tabs across allow you to view:

**\*\*Current activity status**

**\*\*Time Card** - you may review your current time card as well as the previous time card.

When you have completed review of your previous time card you will be able to click on “Approve Time Card” this will indicate that you have reviewed your hours for the month and they are correct as posted.

- ❖ \*\* The **Benefits** tab will allow you to review your available and used leaves. These leaves are in **HOURS** so keep that in mind as you look them over.
- ❖ If you are not a twelve month employee you will not have Vacation leave available to you.
- ❖ If you are requesting “OTHER” leave. You will need to designate in the Notes box what the leave is for (bereavement, emergency, jury duty etc.) and the reason you believe it should be considered a paid leave. Without that information it will be personal leave or personal leave without pay.
  - \*\***Leave requests** – This tab gives you a history of leaves – submitted, approved, denied or changed.

The Tabs on the Left side of the screen are used to actually submit a leave request.

\*\*\***Request Partial Day off** - Any leave type may be requested in increments of a day. Type in the date of your leave in the following format: xx/xx/xxxx or click on the dropdown calendar to select the date. Next select the portion of the shift or day you will be absent. The Amount of Time needs to be in hours:minutes format (eg 3:15 for three hours and 15 minutes). Next select the type of leave in the “Personal Time”

from the drop down box. Remember if you are selecting “Other” you will need to include description and explanation in the NOTES box. When you are done click on the OK tab.

**\*\*The most common error is entering the date or time in the incorrect format.**

\*\*\***Request Full Day Off** – The same format as above except this is for a full day. If you are requesting a day that is two types of leave you will need to enter each individually under Requesting partial day off.

\*\*\***Request Extended Time Off** – Again the same format with the exception that this would be for two or more CONSECUTIVE days.

Once you have completed your request and see it listed as submitted under the heading “Time Off Requests” you are done.

When your leave request has been reviewed by the superintendent you will receive an email notifying you of its approval status. It will be approved as submitted or the superintendent will make adjustments to leave type per available leaves and you will be emailed accordingly.