Employee Access Time Off Requests

Enter your:

        Login:

        Password:

Your login will be your first name.last name and your password will be reedsburg. You will be forced to change this password before you can continue. This option is under the general info tab.

To enter a new request:

- Click Time off button
- Click Add
- Enter Time Off Code
- Enter Reason
- Enter Description
- Select correct date
- Enter .5 or 1 day gone
- Select additional people if you want them to know you will be gone
- Save

Each day you are gone will require a separate request.

There is a cloning option that will help with multiple day requests.

Sick Days:

- Time Off Code = Sick
- Reason Code = Sick
- Description = Sick and/or the reason for being out sick.

Personal Days:

Teachers must enter 2 requests for the same day.

    1st Request = Time off code, Reason code, and Description should all be personal.

             You can then clone this request or enter another one.

    2nd Request = Time off code should be changed to sick leave.

             Reason and Description will remain personal.

             Change the date back to the correct date as it will advance with the clone.

Remember that personal days require at least a 12-hour advance notice. This will help so the secretary can make sure the date is open.

Bereavement Leave:

- Time Off Code = Sick
- Reason Code = Bereavement
- Description = Additional information you want to provide

School Activity

- Time Off Code = School Activity
- Reason Code = School Activity
- Description = Detailed description

Conference

- Time Off Code= Conference
- Reason Code= Conference

- Description= Additional information you want to provide indicating what conference you will be attending

Jury Duty
- Time Off Code = Jury Duty
- Reason Code = Jury Duty
- Description = Additional information you want to provide

Approvals/Denials

1. The Secretary will be notified via an email that you have requested off. They are also the first to approve and call for sub.
2. The Principal will approve/deny second.
3. Payroll will approve/deny third.
4. The District Administrator will have the final approval/denial.

    **If you do not need a sub for any absences or only for part of a day, please make sure the secretary and principal are aware of this.