Employee Access Time Off Requests

You can access Employee Access from the school website at www.rsd.k12.wi.us and click on the Skyward icon on the top right. Then click on Skyward Employee Access. Bookmark this site.

For new hires, your login will be your first name.last name and your password will be reedsburg. These are all lower case. On the next screen, you will be forced to change this password before you can continue.

Once you are in, be sure you are in employee access. There is a drop-down arrow next to the house on the upper left, select employee access here.

To enter a new request:
- Click Request Time off tile
- Click Add time off – upper right
- Enter date
- Select assignment
- Click on box next to the supervisor that is listed
- Select Time Off Code
- Select Reason
- Enter .5 or 1 day gone
- Enter Description
- Optional (start time & end time)
- Save

Each reason you are absent will require a separate request as explained below.

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

Personal Days:

Teachers are eligible for three (3) personal days per year [to come from available sick days] that will not roll over to the next school year. All personal leave days taken by a teacher shall be charged against and deducted from his/her accumulated sick days. Personal leave will not be granted during the week prior to the start of school, the first week of school, during the last two weeks of the school year, during an in-service day or on a parent-teacher conference day. Early dismissal Fridays are a key element of our staff development, but will not preclude the use of Personal Leave. The District Administrator may waive these limitations. The District has the right to limit the number of employees taking personal leave on any given workday

Teachers must enter 2 requests for the same day.
> 1st Request = Time off code, Reason code, and Description should all be personal.
> 2nd Request = Time off code should be changed to sick leave. Reason and
> Description will remain personal.

There will be a warning on the 2nd one that the time off already exists on that date, that warning is ok and you can continue.

"Purchasing" additional personal leave with your sick days

If a teacher has accumulated twenty-five (25) sick days at the start of the school year, that teacher may "purchase" two (2) additional personal leave days per year by trading three (3) sick days for one (1) personal day. A teacher may take a maximum of five (5) personal leave days per year. For extended absences in which two (2) or more personal days will be used consecutively, the building administrator shall be notified five (5) days in advance, shorter notice may be considered.

To "purchase" additional personal leave days, you will use 3 sick days for each additional personal leave day.

1. Please check that you qualify by having a balance of 25 sick days at the start of the school year and that you are taking this leave at the eligible time of the year as indicated in the employee handbook.
2. Please request your regular Personal Leave Days first.
3. Please enter as follows:

   Start Date: Day you are requesting off
   Time off code: Sick Leave
   Reason code: Personal Leave
   Description: Trading 3 sick days for 1 personal day
   Days: Enter the number 2 for one transaction

   Then do another transaction the same way with 1 for the number of days. It will give you a warning that there is already one for that date, this is OK.

   IMPORTANT The system will only allow 2 days at a time to be entered for time off and you will need 3 sick days to purchase 1 personal day. This is why you need to enter two transactions.

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