

**Standard Operating Procedures
For Requesting Leave Time
In Skyward:
Avon Community School Corporation
Certified Staff
July 2015**

1. Login into skyward which can be found on the M drive, open the skyward folder and click on **Skyward EA** link (right click to save this link as a shortcut on your desktop).
2. Using your ACSC login and password, sign into Skyward
3. In the **Time Off** tab, click on **My Requests**
4. Then choose the **Add** button (to the right of screen)
5. In **Time Off Code** choose the reason for the requested leave
6. In **Reason** field choose the reason why you are requesting leave time
7. In the **Description** field you MUST put in a reason why you are requesting time off. (Starting July 1, 2015)
 - a. Family Illness Days: put who you are taking time off for and relationship.
 - b. Bereavement Days: put family member, date of death, name of funeral home, and relationship.
 - c. Jury Duty: put when and where court takes place. Provide ACSC Payroll Department with a **copy** of Jury Duty check after receiving
 - d. Personal Day
 - e. Professional Development: give as much detail and what the day is for. Provide a signed copy of the PD form to the treasurer (Old Pink Form)
 - f. Sick Day: please list that if it is personally for you
 - g. Without Pay: why you are requesting time off
 - h. FMLA or Intermittent FMLA: If on an approved FMLA/Intermittent FMLA, make sure the date of absence is in the time frame of the approved FMLA
8. For type select if it's for a single day or a date range for multiple days
9. For Support Staff Leave Requests: State the duration: .25 if using 2 hours, .50 if using four hours, .75 if using six hours, or 1.0 if using a whole day
10. For Certified Staff Leave Requests: State the duration: .50 for half days and 1.0 for whole day
11. Start time put in the start time you will be taking off

12. To the right of your screen click the save button

13. Your request has now been sent to your supervisor for approval

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A. Sick Leave

1. Each teacher under contract shall be entitled to be absent from work on account of illness or quarantine for a total of ten (10) days the first school year and ten (10) days in each succeeding school year. If, in any one school year, the teacher shall be absent for such illness or quarantine less than the stated number of days, the remaining days shall be accumulative to a total of one hundred ninety (190) days.
2. A teacher teaching on a supplemental service contract during the summer shall be eligible to use accumulated sick leave. A teaching day in summer school shall be equal to a regular school teaching day. No additional sick leave days shall be granted for summer school.

B. Personal Business Leave

For each teacher under contract there shall be two (2) days per school year of paid leave for the conduct of personal or civic affairs during each school year of such employment.

1. Personal days will normally be taken as full days.
2. During normal school days, the reason for the request may simply state “personal business.”
3. Prior to or after holidays, vacation, or extended weekends, the specific reason shall be stated on the appropriate form.
4. Personal half-days may be taken provided:
 - a. The administration approves the request;
 - b. A half-day substitute teacher can be acquired.
5. Application for personal leave should be in the hands of the building principal four (4) school days prior to the date of the leave. If the four (4) school day notification cannot be met, the teacher will deal directly with the Superintendent or his designee(s) on a one-to-one basis.
6. Unused personal business leave days shall be accumulated as sick leave.

C. Family Death Leave

1. Within ten (10) consecutive calendar days beyond the date of death of a relative, each teacher shall be entitled to be absent no more than the number of days as follows:
 - A. Five (5) consecutive contract days: husband, wife, son, daughter, father, mother, stepfather, stepmother, stepson, stepdaughter, brother, sister, or any relative living in the household of the teacher;
 - B. Three (3) consecutive contract days: grandchild, father-in-law, and mother-in-law;
 - C. Two (2) consecutive contract days: brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, niece, nephew, uncle, aunt, or grandparents-in-law.
2. In the case of a delayed funeral or memorial service that it is scheduled outside of the ten (10) consecutive calendar days, up to three (3) days of the Family Death Leave may be delayed to attend the funeral or memorial service.
3. Situations may arise that require special consideration. In such cases the teacher may submit a written request to the Superintendent explaining the special circumstance. The Superintendent may approve modifications in the Family Death Leave and/or grant additional days from the teacher's accumulated Sick Leave.

D. Jury Duty Leave

A teacher serving on a jury will be paid the difference between his regular pay on a per diem basis and the per diem pay received as a juror, provided:

Evidence is received prior to the next payday from the Court Bailiff as to the amount received for jury duty.

E. Professional Days

Each teacher employed on a regular contract may request one (1) day per school year without loss of compensation for the purpose of attending a meeting in the academic field of the teacher. The teacher must show what benefit may be derived from the activity. This request is subject to approval of the principal and Superintendent.

F. Family Illness Leave

Each teacher shall be allowed to use up to **nine (9)** days of available sick leave per school year in case of illness, surgery, or accident involving a member of the immediate family, and up to two (2) days of available sick leave per school year in case of illness, surgery, or accident involving a brother, sister, mother-in-law, and father-in-law. In the event that a teacher uses nine (9) family illness leave days in one school year, up to one-fourth (1/4) of a teacher's remaining accumulated sick leave may also be used within that school year for family illness leave. Upon the request for the 10th family illness day in one school year, this amount will be calculated.

The term "immediate family" shall be construed in this instance to mean children/stepchildren, parents, and anyone living in the house of the employee.