


## Request for Leave Time Instructions

- To request leave time, go to the SCC website at [www.scc.k12.wi.us](http://www.scc.k12.wi.us) > For Staff > Employee Resources > Employee Access
- Log into Employee Access using your login and password information (If you don't know this information, please contact the IT Help Desk at <https://scchelpdesk.scc.k12.wi.us>)
- Click on the "Time Off" tab running along the top of the page
- A drop down list will appear with "My Status" and "My Requests". Click on "My Status" to view your banked leave day totals and personal day totals. Click on "My Request" to enter a request to use a leave day.
- Click on "Add" on the right hand side of the page on the top.
- Your banked leave day totals will appear on the top of the page. Make sure you have leave days available before you request a day. Fill in the correct Time Off Code and Reason from below.
- **Explanation of Time Off Codes Reasons:**
  - Beginning Balance (do not use this code)
  - Dock Day from Pay (when using a day that is not covered by a paid day. For example, a vacation day for a 9-month employee. Please enter 0 in the **Days** box and an adjustment will be made to your contract.)
  - Emergency (must be used for a medical emergency only for you or immediate family up to 3 days)
  - Funeral Free (a funeral free day will not deduct a leave day – enter 0 in the **Days** box. You must add the relationship to you in the description. For example, aunt's funeral.)
  - Own Sick (when you are sick)
  - Personal Day (a paid personal day)
  - School Business (for a school related event such as CESA meetings, Coaching, Play practice, PD meetings, etc. Please enter 0 in the **Days** box and there will be no deduction to your leave days.)
  - Family Sick (when an immediate family member is sick)

- Vacation (only 12 month staff will use this code. When using this code, please enter 0 in the **Days** box and there will be no deduction to your sick or personal leave days)
- **Time Off Code:** Select *Deduct/Sick - Days* when using –
  - Dock Day from Pay
  - Emergency
  - Funeral Free
  - Own Sick
  - School Business
  - Family Sick
  - Vacation
- **Time Off Code:** Select *Rollover Personal Days - Days* when using –
  - Personal Day
- **Description:** Add a short description, such as: Coaching Baseball or Grandfather’s Funeral
- **Start Date:** The first day you will be absent
- **Days:** How many days you will be absent
- **Start Time:** The time you will be absent. Please use whole or half hours only.
- **Sub Needed:** Some of you will have this option for AESOP. If so, click on the box and the system will bring you to the AESOP website. Follow the AESOP directions for submitting a request for a substitute. If you don’t have this option, your supervisor will be getting the substitute.
- **Select additional employees to notify when this request is submitted and approved/denied.** Not necessary to fill in but you might choose to include the building secretary, etc. Click on Select Employee(s) and check the box next to the appropriate person.
- **Click Save** – Your request will be sent to your supervisor for approval or denial. This will bring you to a new screen that will show your time off requests. You can click on the  next to the date and the request will expand to show all the details. On the very bottom of the expanded information you will see the **Approval History** status which will show if the request is “Waiting”, “Approved”, or “Denied”. Please check back often to see if your request has been approved.
- If you have any further questions or need help with your request, please contact Pam in the district office at 715-796-2256 ext. 371 or [pkatner@scc.k12.wi.us](mailto:pkatner@scc.k12.wi.us)