Reviewing Employee Time Off In Skyward

Specific step by step directions on how to review your FMLA time off that has been entered into Skyward. Staff can request a report from Administration on absence history.

However, Staff can print their own report from their "My Time Off Status" page. Detailed instructions are given later on how to do this.

This review process is good for all absence types, not just FMLA leave review.

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You can print the report like a hard copy of it. This will print the detailed transactions for whatever Time Off Code you have selected to see by clicking the arrow next to the code. If you want to see the detail for another Time Off Code, like Personal Hours, click the arrow next to that code and you'll see the "Print Time Off Transactions" button. When you are done, close out of this screen, and you will go back to the "My Time Off Status" page.

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3. Verify you are starting on the first day of the most current FMLA used leave, and count the number of days used. Be sure to add Personal and Sick days used together if you are using both during a single FMLA leave. Our District's FMLA Policy is based on a "rolling" 12-month period measured backward from the date of any FMLA leave usage.