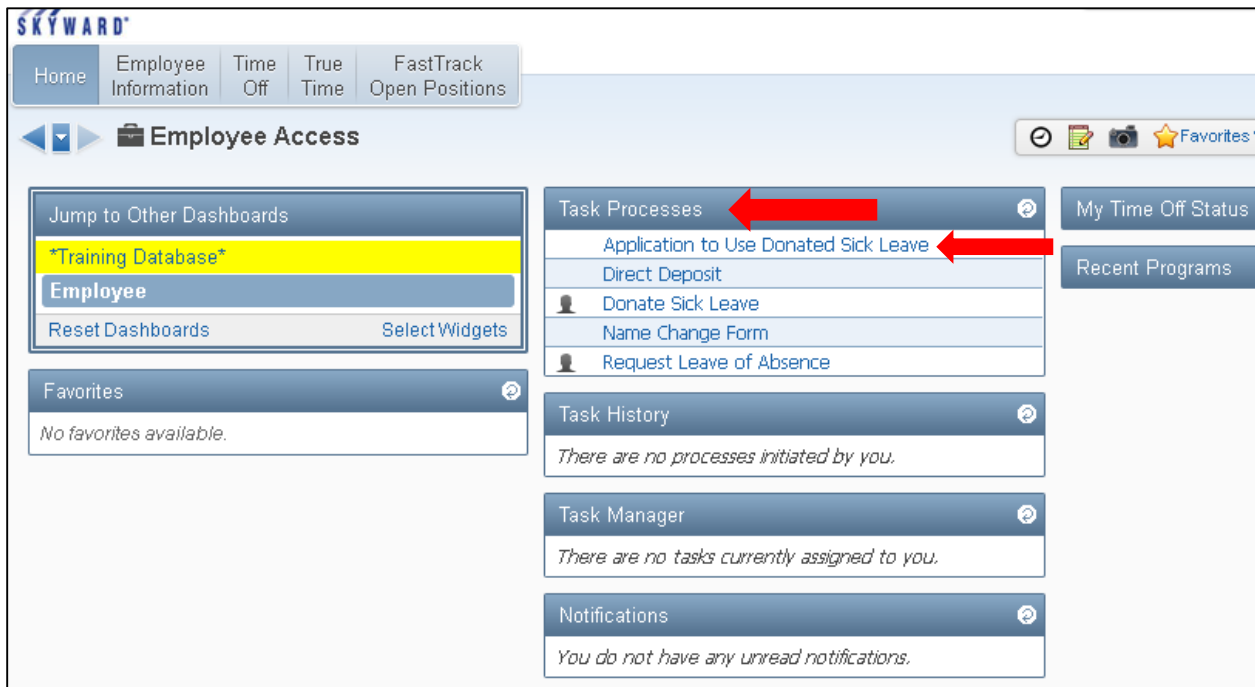
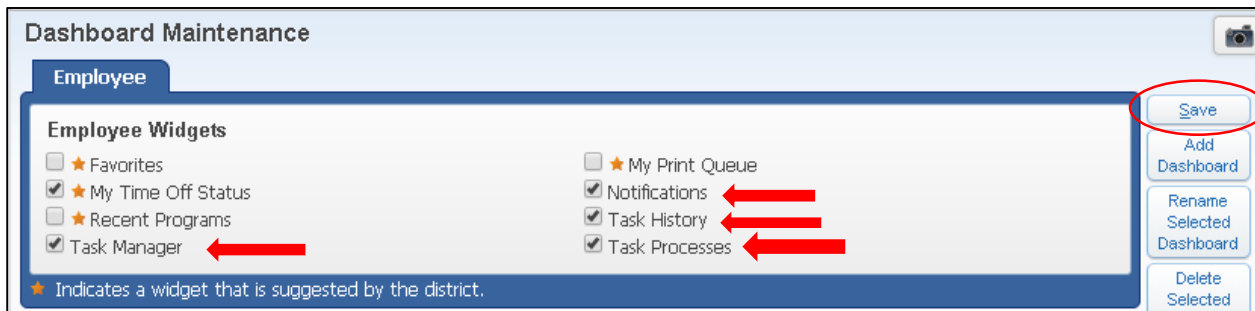
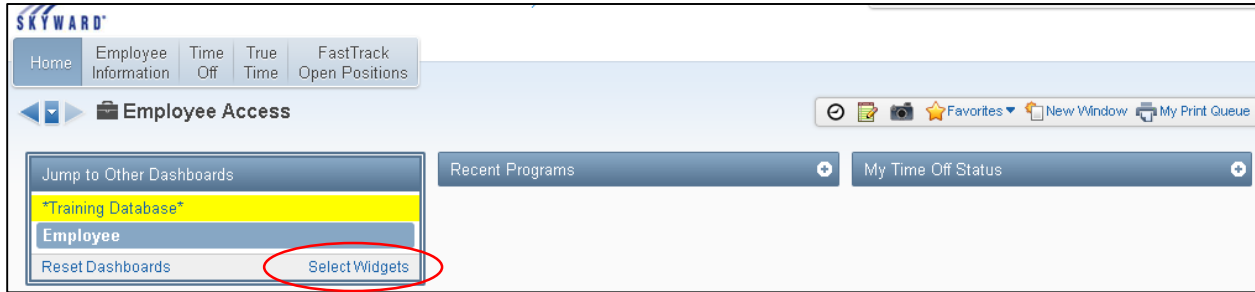


# Application to Use Sick Leave Donations (Replacing Form 1296)

1. Login to Skyward.
  - If you don't know your username and password, contact the Help Desk at extension 30359.
2. On your Skyward Home screen find Task Processes and click on Request Leave of Absence.
  - If you don't see Task Processes, you may need to enable your widgets.




3. Click Open to fill out the application for sick leave donation.

**1. General**

Complete this application to request approval to use donated sick time from other employees. You must meet the criteria as set forth in School Board policy and your Bargaining Agreement.


**Custom Forms**

Custom Profile	Application for Sick Leave Donation	Application for Sick Leave D		Open	<input type="checkbox"/> Complete?
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4. Once finished filling out the form in its entirety, click Save and form will close.
5. Click checkbox next to Complete
6. Click Next at the bottom of the screen.
7. Add comments if necessary by clicking Add

**2. Notes**

*There are no records to display; check your filter settings.*

 Add


View

Delete

8. Click Next
9. Add Attachments as necessary to justify your request, i.e a doctor's note.

**3. Attachments**





Description ▲	Step	Inputted File	Date Modified
<i>There are no records to display; check your filter settings.</i>			

 Add


Edit

Delete


**Attachments**

**Attachments**

\* File Name:   

\* Description:

 Save


Back

10. Click Next
11. Click the button to send the request to the person in the next step of the process.

**4. Choose Next Task**

Select the Next Task

Select the button below to create the Next Task:

 Review Application (GRAY, CAROLE)

12. To see your task in progress, from your Skyward Home screen find Task History. Click on the + next to the date to see who is reviewing your request.