

## Extended Day Entries in Skyward

The following groups will be compensated for extra days worked before or after the student school year, and for additional meetings required by their discipline before and after the regular contracted day. Additional days for psychologists, special education teachers, occupational therapists, speech language pathologists and physical therapists will be used for the purpose of writing and implementing IEPs and evaluations, program management, and classified scheduling.

a. School psychologists:	10 days
b. High school counselors:	8 days
c. Middle school counselors:	4 days
d. Elementary school counselors:	2 days
e. Special education teachers:	7 days
f. Librarians:	3 days
g. Nurses:	10 days
h. Occupational therapists:	5 days
i. Speech language pathologists:	5 days
j. Physical therapists:	5 days

## INSTRUCTIONS FOR SKYWARD EMPLOYEE ACCESS

- 1) Employee Access is located in Skyward. Log in and select the [Employee Access] tab.



- 2) Once in Employee Access, select [Time Off], then [My Requests]



- 3) Select [Add] --right hand side of screen



4) Enter additional day details:

- a. **Time Off Code:** This should be **Extended Days - Hours**
- b. **Reason code:** This should be **Extended Days**
- c. **Description:** Please add a **full description** of the activity you performed
- d. **Type:** Single Day is the most common selection
- e. **Start Date:** Date activity was performed
- f. **Hours:** Number of hours approved for activity
- g. **Start Time:** Activities should be performed outside of your normal work hours per your CBA. If you are entering an activity performed in the afternoon or morning before your regular contract work hours, please ensure the start time you enter is before or after your regular work scheduled time.
- h. **Select additional employees:** If you report to multiple Administrators you can add additional names at this time. Otherwise, leave this field blank as it will automatically be routed to your Administrator.
- i. **\*Click [Save]**--This will send your request to your Administrator for approval

Time Off Request

You have self approval. Once you save this request, it will immediately become a Time Off record.

\* Time Off Code: Extended Days - Hours Hours per Day: 8h 00m

\* Reason: Extended Days

Description: Writing IEP's

Type:  Single Day  Date Range

\* Start Date: 08/29/2023 Tuesday

Hours: 3 hours 00 minutes

Start Time: 05:00 PM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save

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## FAQs

- **Can the additional days be within my normal workday?**
  - a. Extended Day hours cannot overlap with Professional Development Days, Teacher Directed Professional Development time, additional pay or regular paid contract days. Extended Day hours must occur outside of your normal working hours per your Collective Bargaining Agreement.
- **What happens when I submit my request?**
  - a. A notification is sent to your Administrator that you have submitted a request for approval.
- **Can my Administrator deny my request?**
  - a. Yes- If your Administrator does not see a description, if the description does not align with what Extended Days are for or if your entry has a time overlap with your regular contract work days, your request may be denied. You will receive an email notification if this occurs.
- **Where can I see my balance?**
  - a. Once approved, your entries will show in Employee Access > Time Off > My Status.
- **Can I enter more than the allocation?**
  - a. No- you will only be able to enter up to the amount that was allocated for you to complete
- **When should I enter my request?**
  - a. As soon as you complete the activity so you can recall the start time, duration of time and description of activity if additional information is needed.
- **When will I receive pay for this time?**
  - a. A contract is built for Extended Days (number of days X per diem X FTE) and is paid equally through August.

**Extended Day Hours must be reported in Skyward by June 30. Unreported hours will be deducted from your August paycheck.**