



Sequim School District No. 323

“Engage Empower Thrive”

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www.sequimschools.org

APPLICATION FOR DONATING PERSONAL LEAVE

EMPLOYEE SECTION: Complete this section, sign and date the form; send to the Payroll Office at the District Office

I wish to donate Personal Leave Hours to my Spouse:

First Name of Spouse (Please Print)

Last Name of Spouse (Please Print)

Please donate the following amount of Personal Leave hours: _____

I am submitting this request to donate personal leave hours noted above pursuant to my collective bargaining agreement. My signature below indicates that I understand and agree to the following:

1. SEA Members may donate Personal Leave days to their Spouse as long as the Spouse is also a member of the SEA Union.
2. I donate these days voluntarily and have not been coerced, threatened, intimidated or financially intimidated or financially induced into donating personal leave.
3. Once approved, this request is irrevocable.

Employee Name (Please Print)

Employee Signature

Date

Return to Payroll by the 10th of the month in which you desire to donate. Late forms will not be honored.

FOR ADMINISTRATIVE USE ONLY:

Balance before shared hours: _____ - Shared Hours : _____ = Remaining Balance: _____

Code: _____

Instructions

Login into your Employee Access in Skyward to view your leave balances.

1. Click on the TIME OFF button.
2. Click the MY STATUS button.
3. You'll see a screen showing each category of leave available to you in the TIME OFF CODE column.
4. Under the AVAILABLE column is the balance of leave that is available to use or cash out. See highlighted picture below.

The screenshot shows the Skyward SEQUIM SCHOOL DISTRICT interface. At the top, there is a navigation bar with buttons for Home, Employee Information, Time Off, and FastTrack Open Positions. Below this is a section titled 'My Time Off Status' with a star icon and a warning icon. Underneath, there are dropdown menus for 'Views: General' and 'Filters: *Skyward Default'. The main content is a table with the following columns: Time Off Code, Prior Year Remaining, Allocated, Used, Remaining, Approved, Waiting, and Available. The 'Available' column for the 'Other Paid Leave' row is circled in red.

Time Off Code ▲	Prior Year Remaining	Allocated	Used	Remaining	Approved	Waiting	Available
▶ Other Paid Leave		135h 00m	102h 50m	32h 10m			32h 10m