



# **Sequim School District No. 323**

“Engage Empower Thrive”

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www.sequimschools.org

## **Sequim Association of Paraeducators Personal Leave Carry Over Request Form**

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

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

Please carry over the following amount of hours: \_\_\_\_\_

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

1. SAP Members may accrue up to a maximum of four (4) days of personal leave per year. Members have the option of taking personal leave during the year or of being compensated for accrued days of personal leave at the employees' hourly rate on the July pay Warrant.
2. The Member must provide notice to the District of their intent to carry over one personal leave day. In the event that a request is not received, the leave will automatically be cashed out at the employees' hourly rate on the July pay Warrant.
3. Once approved, this request is irrevocable.
4. Return this request to the Payroll Department by the 10th of July. Any requests received after that date will not be processed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FOR ADMINISTRATIVE USE ONLY:**

Balance before carry over: \_\_\_\_\_ - Hours carried over: \_\_\_\_\_ = Balance after carry over: \_\_\_\_\_

Hours cashed out: \_\_\_\_\_ x Hourly rate: \_\_\_\_\_ = Total Dollars: \_\_\_\_\_

# 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. See highlighted picture below.

**Note: SAP members can only carry over a maximum of one (1) personal day**

The screenshot shows the Skyward Employee Access interface for Sequim School District. The navigation menu includes Home, Employee Information, Time Off, and FastTrack Open Positions. The main heading is 'My Time Off Status'. Below the heading, there are 'Views: General' and 'Filters: \*Skyward Default' dropdowns. A table displays the following data:

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

The 'Available' column for the 'Other Paid Leave' row is circled in red.