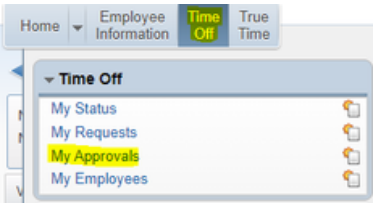
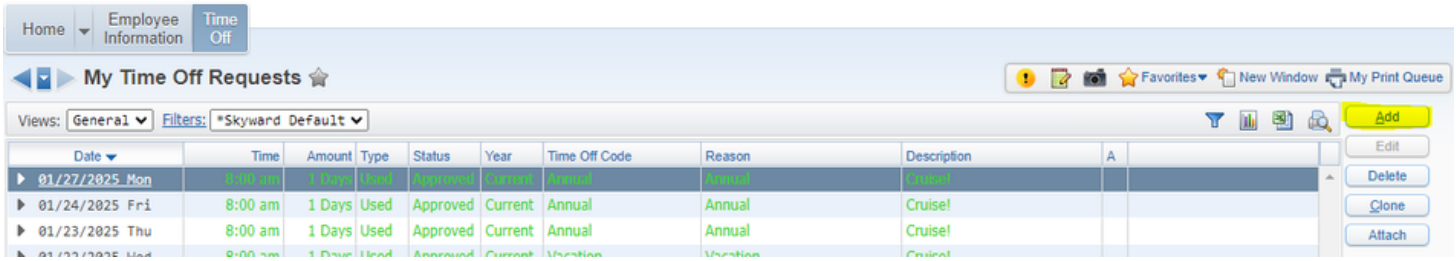
# Requesting Time Off in Employee Access

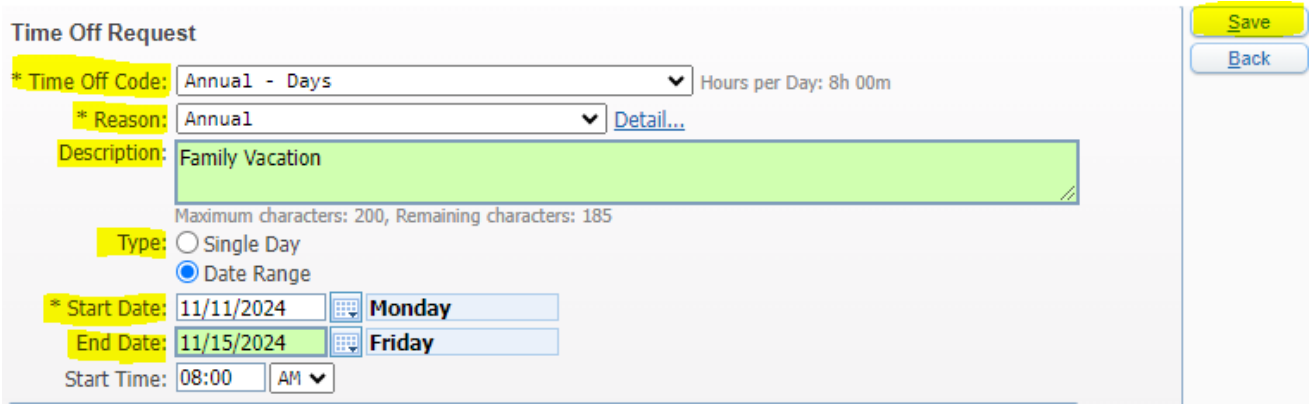
1. Log in to Skyward – Employee Access. Select Time Off, then My Requests:



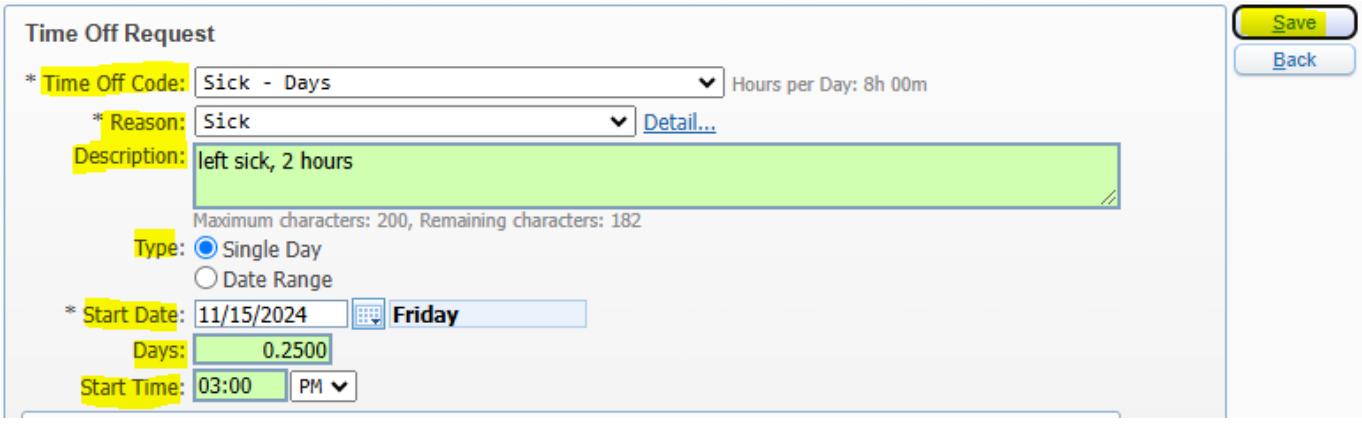

2. Select Add on the right hand side:




3. Choose the appropriate time off code. Sick leave can only be used for the employees own health needs. Annual leave should be selected for all other types of leave: family sick, personal day, etc. Choose the appropriate reason & enter a description of your reason for time off. If you are taking several days off you should choose date range, then enter the dates you will be using leave for. Click Save:




4. If you are taking a partial day, or just one day off, you should choose single day and enter the correct date and decimal for the day (see time conversion chart). Below is a partial day off request example:




**NOTE**: If you are a part-time employee, please use the Time Off Equivalent Form & Examples located on the Payroll Website to determine the correct number of days to enter in Skyward.

# Time Conversion Chart

Conversion from days to hours: # days multiplied by 8 hours = x hours

| Hours/Min | Entry |
|---|---|
| 15 Minutes | **0.0313** |
| 30 Minutes | **0.0625** |
| 45 Minutes | **0.0938** |
| 1 Hour | **0.1250** |
| 1 Hour 15 Min | **0.1563** |
| 1 Hour 30 Min | **0.1875** |
| 1 Hour 45 Min | **0.2188** |
| 2 Hours | **0.2500** |
| 2 Hours 15 Min | **0.2813** |
| 2 Hours 30 Min | **0.3125** |
| 2 Hours 45 Min | **0.3438** |
| 3 Hours | **0.3750** |
| 3 Hours 15 Min | **0.4063** |
| 3 Hours 30 Min | **0.4375** |
| 3 Hours 45 Min | **0.4688** |
| 4 Hours | **0.5000** |
| 4 Hours 15 Min | **0.5313** |
| 4 Hours 30 Min | **0.5625** |
| 4 Hours 45 Min | **0.5938** |
| 5 Hours | **0.6250** |
| 5 Hours 15 Min | **0.6563** |
| 5 Hours 30 Min | **0.6875** |
| 5 Hours 45 Min | **0.7188** |
| 6 Hours  Min | **0.7500** |
| 6 Hours 15 Min | **0.7813** |
| 6 Hours 30 Min | **0.8125** |
| 6 Hours 45 Min | **0.8438** |
| 7 Hours  Min | **0.8750** |
| 7 Hours 15 Min | **0.9063** |
| 7 Hours 30 Min | **0.9375** |
| 7 Hours 45 Min | **0.9688** |
| 8 Hours | **1.0000** |