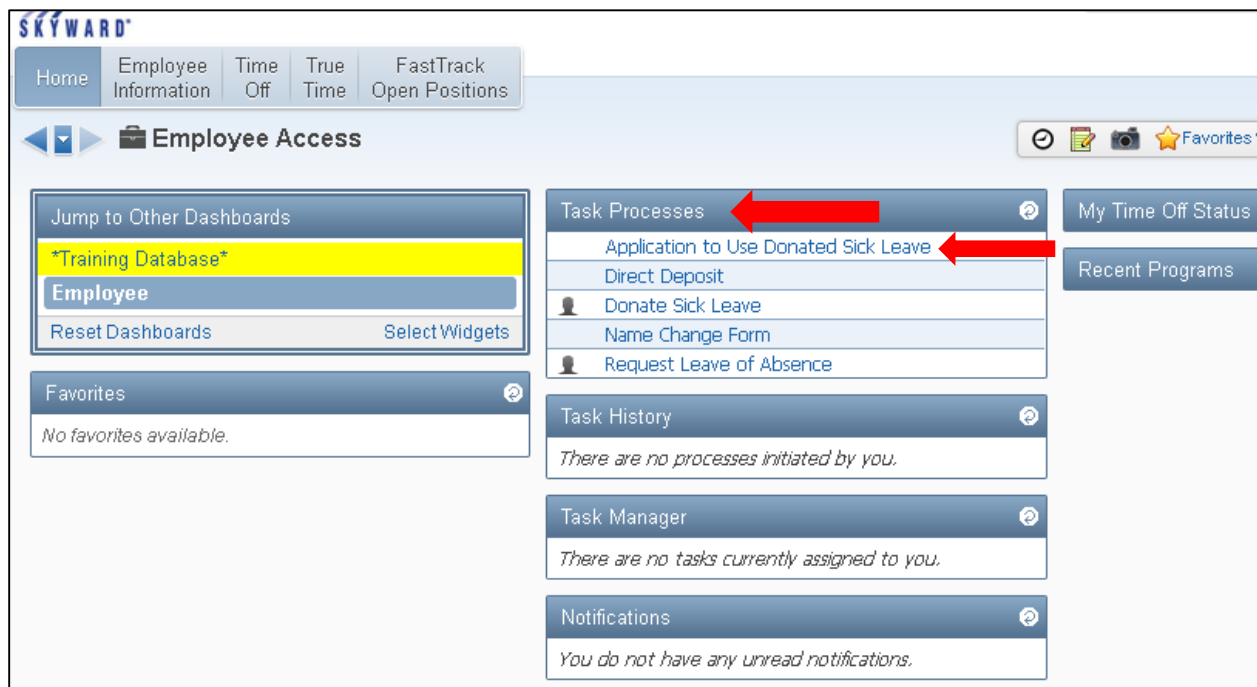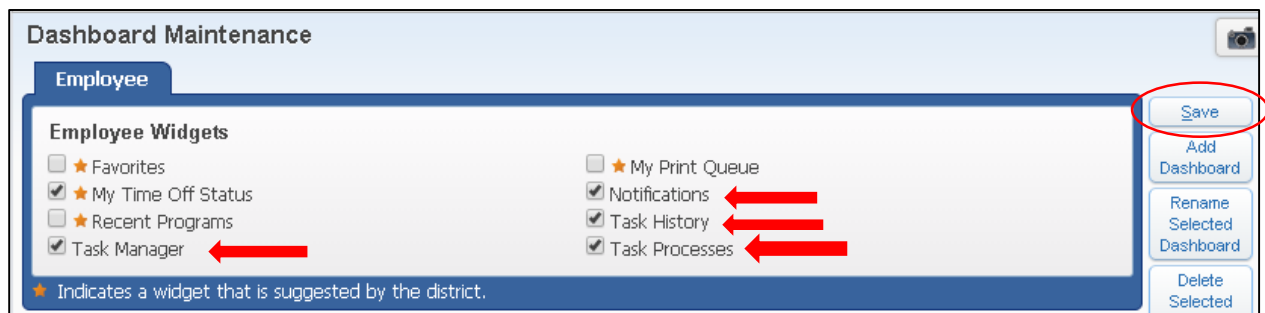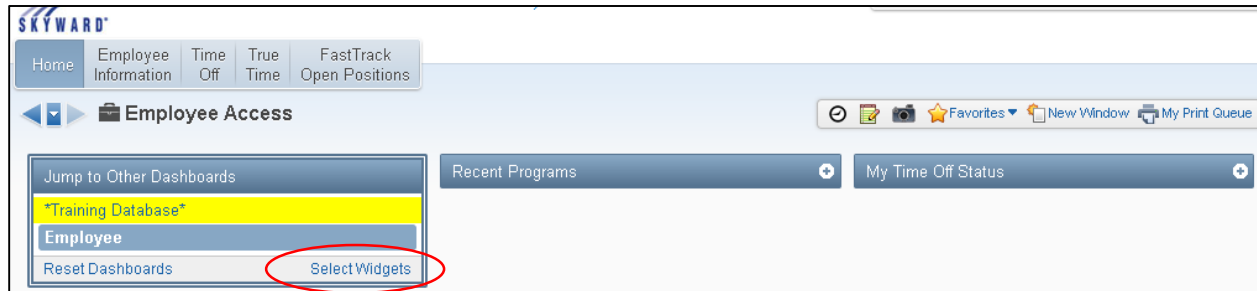# Instructions to Donate Sick Leave

(Replacing Form 1297)

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 form to donate your sick leave to another employee.

1. General

Complete this form to donate sick time to another employee. Please note that you and the employee must meet criteria as set forth by School Board policy and the Bargaining Agreements

Custom Forms

| Custom Profile | Donate Sick Time | Donate Sick Time | | Open | Complete? |

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

	Add
	View
There are no records to display; check your filter settings.	Delete

8. Click Next
9. Add Attachments if necessary

3. Attachments

				Add
Description ▲	Step	Inputted File	Date Modified		Edit
There are no records to display; check your filter settings.					Delete
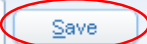
Attachments

Attachments

* File Name: | Choose File | No file chosen | Save
* Description: | | 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.