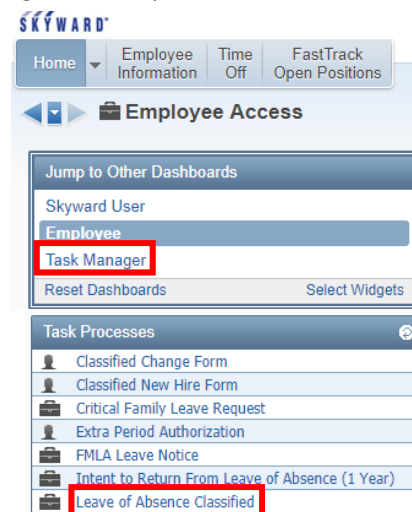


Leave of Absence (1 Year) Request Tutorial

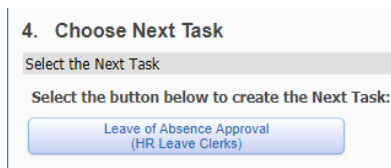
The Board recognizes that there are times when employees could benefit from a year's leave of absence. As per policy [DP336 NEG](#) and [DP336B NEG](#), this leave could be used for any purpose which is substantially different from the employee's current job assignment or duties, but may not be used to enable an employee to take similar employment with another district, company, organization, etc., within the State of Utah.

To apply for Leave of Absence (1 Year), log on to Employee Access and submit the Leave of Absence Licensed/Classified. Once the HR Generalist has received the completed custom form, you receive notification **by mail (to the address in Skyward)** regarding your approval *after the appropriate HR Administrator has fully reviewed your request*. **Requests are required to be submitted at least 30 days prior to the requested start date. This leave does not apply to provisional employees.** Prior to completion of this form, it is strongly encouraged to review all [District Leave Policies](#).

1. Log in to your [Employee Access](#). (If you do not know your login and/or password, contact the Information Systems Help Desk at 801-567-8737.)
2. Select "Task Manager" under the Jump to Other Dashboards widget.
3. Under "Task Processes" select "Leave of Absence (Licensed or Classified)."
4. Open the Leave of Absence form, enter information in all required fields and then click the "Save" button.
5. Click the "Next" button and enter Notes, as appropriate.



6. Click the "Next" button until you reach the final step "Choose Next Task." Click the "Leave of Absence Approval" button to submit the Leave of Absence Request. An email will be sent to your District email account confirming the Leave of Absence request submission.



Questions regarding Leave of Absences leave should be directed to the HR Generalist at 801-567-8249, or the appropriate HR Administrator.