



## MVEA Extended Days

The following groups will be compensated for extra days worked before or after the student school year, and for additional meetings required by their discipline before and after the regular contracted day. Additional days for psychologists, special education teachers, occupational therapists, speech language pathologists, and physical therapists will be used for the purpose of writing and implementing IEPs and evaluations, program management, and classified scheduling; they cannot be used for other purposes.

High school counselors	10 days	School psychologists:	10 days
Middle school counselors	5 days	Special education teachers:	8 days
Elementary school counselors	3 days	School behavior analyst	5 days
High school deans	6 days	Occupational therapists:	6 days
Middle school deans	2 days	Speech language pathologists:	6 days
Librarians:	3 days	Physical therapists:	6 days
Nurses	10 days		
Inclusion support specialists:	7 days		

## Entering Extended Days Activities in Skyward

- 1) Log into Skyward and select the [Employee Access] tab.



- 2) Select [Time Off] > [My Requests]



- 3) Select [Add] -button located on the right side of screen



#### 4) Enter additional day details:

- a. **Time Off Code:** This should be **Extended Days - Hours**
- b. **Reason code:** This should be **Extended Days**
- c. **Description:** Please add a **full description** of the activity you performed
- d. **Type:** Single Day is the most common selection
- e. **Start Date:** Date activity was performed
- f. **Hours:** Number of hours approved for activity
- g. **Start Time:** Activities should be performed outside of your normal work hours per your CBA. If you are entering an activity performed in the afternoon or morning before your regular contract work hours, please ensure the start time you enter in Skyward reflects the actual time worked before or after your regular work hours
- h. **Select additional employees:** If you report to multiple Administrators, you can add additional names at this time. Otherwise, leave this field blank as it will automatically be routed to your Administrator.
- i. **\*Click [Save]**--This will send your request to your Administrator for approval

**Time Off Request**

You have self approval. Once you save this request, it will immediately become a Time Off record.

\* Time Off Code: Extended Days - Hours Hours per Day: 8h 00m

\* Reason: Extended Days

Description: Writing IEP's

Maximum characters: 200, Remaining characters: 187

Type: ☒ Single Day ☐ Date Range

\* Start Date: 08/29/2023 Tuesday

Hours: 3 hours 00 minutes

Start Time: 05:00 PM

Select additional employees to notify when this request is submitted and approved/denied

Select Employee(s):

Save Back

#### FAQs:

- **Can the additional day activities occur within my normal workday?**
  - a. Extended Day activities cannot overlap with Professional Development Days, Teacher Directed Professional Development time, additional pay or regular paid contract days. Extended Day hours must occur outside of your normal working hours per your Collective Bargaining Agreement.
- **What happens when I submit my request?**
  - a. A notification is sent to your Administrator that an activity has been submitted and is ready for review
- **Can my Administrator deny my request?**
  - a. Yes- If your Administrator does not see a description, if the description does not align with what Extended Days are for or if your entry has a time overlap with your regular contract work days, your request may be denied. You will receive an email notification if this occurs.
- **Where can I see my balance?**
  - a. Once approved, your entry will show in Employee Access > Time Off > My Status
- **Can I enter more than the allocation?**
  - a. No- you will only be able to enter up to the amount that was allocated for you to complete
- **When should I enter my request?**
  - a. As soon as you complete the activity so you can recall the start time, duration of time and description of activity
- **When will I receive pay for this time?**
  - a. A contract is built for Extended Days (number of days X per diem X FTE) and is paid equally through August

- **All Extended Day activities must be reported in Skyward by the 5<sup>th</sup> business day of August**
- **Unreported hours will result in a deduction from your August paycheck.**