

ABSENCE CODES (ALL)

1	Illness/Medical	2	Bereavement/Funeral
3	Jury Duty	6	Paternity
7	Adoption	8	Sudden Fam. Ill. / Emerg.

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5. Enter the date(s) you are absent in the format of YYMMDD followed by the # key.
6. ADS speaks the date(s) absent. If the date(s) entered is/are correct press 1. To re-enter the date(s) press 2 or to replay press 3.
7. ADS will now speak your absence information (schedule).
Press 1 if the schedule is correct.
Press 2 to change the daily working times.
Enter the hours you will be absent:
Press 1 for a full day, 2 for specific hours