## **ABSENCE CODES (ALL)**

	Illness/Medical		Bereavement/Funeral
	Jury Duty	6	Paternity
7	Adoption	8	Sudden Fam. III. / Emerg.



## **ADMINISTRATOR'S GUIDE**

FOR ABSENCE AND REPLACEMENT

ADS PHONE NUMBER:	250-475-4222	EMPLOYE	E #
EMERGENCY LINE:	250-475-4126	PIN#	
		LOCATIO	N CODE

ADS MAY BE USED UP TO ONE HOUR BEFORE THE ABSENCE START TIME

(SEE THE WEB GUIDE FOR THE WEB ENTRY METHOD)

## **EMPLOYEE QUICK REFERENCE**

ADS WILL DISPATCH AT THE FOLLOWING TIMES FOR EMPLOYEES THAT REQUIRE A REPLACEMENT:

WEEKDAYS	6:30 AM ONGOING
SATURDAY	NONE

Marriage (Family)

Convocation

Cultural or Service

BCTF Recoverable

GVTA Recoverable

98	ABORIGIN. NATIONS	S	ART
8	BIOLOGY	7	BUS. ED.
12	CHEMISTRY	11	COMPUTER ED.
15	COUNSELLING	21	DANCE
22	DRAMA	24	ENGLISH
23	ESL		
78	FRENCH	28	FRENCH IMMERS.
31	GEOGRAPHY	34	HOME EC.
41	LEARN. ASSISTANCE	42	LIBRARY

002	INTERMEDIATE (4-7)
003	MIDDLE SCHOOL (6-8)
004	JUNIOR SECONDARY (8-10)
005	SENIOR SECONDARY (11-12)

EAG	322
SCT	299

- Enter the date(s) you are absent in the format of YYMMDD followed by the # key.
- 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.
- 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