

CUPE 947 REGULAR EMPLOYEES

ABSENCE CODES (Cupe 947)

1	Illness/Medical
2	Bereavement
3	Jury Duty
6	Paternity
7	Adoption
8	Emergency/Sudden Family Illness
9	Education Leave - Paid
11	Personal Leave - Unpaid
22	Marriage (Employee)
23	Vacation
24	Long Service Vacation
25	Union Business - Board Paid
26	Union Business - Union Paid
33	School Release
34	District Release
55	Flex (Previous time worked)
60	Lieu (In Lieu of Paid Overtime)
31	Not Scheduled to Work

ADS PHONE NUMBER: 250-475-4222 EMP. NUMBER _____

EMERGENCY LINE: 250-475-4126 PIN NUMBER _____

**ADS may be used up to one hour before
the Start Time of your Absence**

EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS (M-F)	6:30 AM	ONGOING
SATURDAY / SUNDAY/HOLIDAY	NONE	

FYI

- All codes entered must be followed by pressing the # key
- Dates must be entered as YYYYMMDD or YYMMDD
- Time must be entered as HHMM using the 24 hour clock
- Exit back to the Main Menu by pressing * then 1
- Increase the volume of ADS by pressing * then 3
- Decrease the volume of ADS by pressing * then 2

ABSENCE ENTRY:

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the # key, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.
2. Enter your Absence REASON CODE followed by the # key.
3. The ADS speaks your absence reason. To accept absence reason press 1. To re-enter the reason press 2, or to replay press 3.
4. For a single day (or part of a day) absence press 1 or for a range of days press 2.
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 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 or 3 if you will not be absent that date (error).
Press 3 to replay the schedule.
8. Press 1 if you require a replacement during your absence.
Press 2 if you do not require a replacement.
Press 1 to request a particular employee or 2 if you do not have a request.
Press 1 to request by employee name, 2 to request by employee number or press the # key to continue to the next step.
Press 1 if the replacement is needed for the entire absence.
Press 2 if the replacement is only required for part of the absence.

Enter the hours for which the replacement is needed. Press 1 for a full day, 2 for specific hours, 3 if a replacement is not required.

Press 1 to leave a message for the replacement. Press the # key at the end of your message to save it. **DO NOT HANG UP!**

9. Press **1** to finalize your absence or press **2** to cancel your absence. Make a note of your ADS Absence ID number.

To listen to your absence ID again press **1**, to hang up press **2**, to return to the main menu press **3**.

IMPORTANT

Wait for ADS to speak your Job number. You need this to Inquire or Cancel your absence. If you do not get an Absence ID number it has not been entered successfully.

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be closed or cancelled at least two hours prior to the assignment start time.
- Schools will receive an email each morning listing all absent and dispatched employees.

DISPATCHING PARAMETERS

- ADS will dispatch Monday to Friday morning beginning at 6:30 am for the current day.
- When dispatching, if there is no answer at the Casual's regular phone number, ADS will call the backup phone number (if it has been provided) before moving on to the next employee in the rotation.
- Dispatched employees will be notified of cancelled assignments during the morning call out.

INQUIRE ON AN ABSENCE

(#2 from the Main Menu)

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **2** to *INQUIRE ON AN ABSENCE*.
2. Press **1** and enter your Job number followed by the **#** key.
3. Press **1** to listen to the details of the absence. Press **4** to find out who your replacement is.

CANCEL AN ABSENCE

(#4 from the main Menu)

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **4** to *CANCEL AN ABSENCE*.
2. Press **1** and enter your ADS Job number followed by the **#** key.
3. Press **4** to cancel the absence.
4. Press **1** to complete the process.

GENERAL EMPLOYEE OPTIONS

(# 5 from the Main Menu)

CHANGE YOUR PIN #

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **5**, then **1**.
2. Enter your new PIN number followed by the **#** key. It must be a minimum of 4 digits.

CHANGE YOUR PHONE NUMBER

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **5** then **2**.
(10 digits are now required)
2. Press **2** to enter your backup phone number followed by the **#** key.
(10 digits are now required)
3. To remove your backup number, phone 250-475-4126 and leave a message.

RE-RECORD YOUR NAME

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **5** then **3**.
2. Speak your full name followed by the **#** key.