

CUPE 947 REGULAR EMPLOYEES

ADS PHONE NUMBER: 250-475-4222 EMPLOYEE # _____

ADS EMERGENCY LINE: 250-475-4126 PIN # _____

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

(See the Web Guide for Web entry method)

EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	6:30 AM	ONGOING
NEXT DAY ASSIGNMENTS	6:30 PM - 8:30 PM	
SATURDAYS	NONE	
SUNDAYS/HOLIDAYS	6:30 PM - 8:30 PM	
WEEKDAYS	6:30 AM	ONGOING
PROD	6:30 PM - 8:30 PM	

ABSENCE CODES (CUPE 947)

1	Illness/Medical
2	Bereavement
3	Jury Duty/Subpoena
6	Paternity
7	Adoption
8	Family Leave
9	Education Leave - Paid
10	Education Leave - Unpaid
11	Personal Leave - Unpaid
22	Marriage Leave (Employee)
23	Vacation
24	Long Service Vacation
25	Union Business - Board Paid
26	Union Business - Union Paid
31	Unscheduled Work Day
33	School Release
34	District Release
55	Flex Time (Previous time worked)
60	Lieu (In Lieu of Paid Overtime)

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 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.

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.

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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

- Absences for the next day will be dispatched in the evening between 6:30 pm - 8:30 pm. Current day absences will be dispatched starting at 6:30 am. ADS will dispatch Monday to Friday morning for current day absences and from Sunday evening to Thursday evening for next day assignments.
- If there is no answer at the casual's first phone number, ADS will call the second phone number (if it has been provided) before moving to the next casual in the rotation. If the casual cannot be contacted at either number, ADS will move to the next casual in the rotation.
- Dispatched employees will be notified of changed or cancelled assignments during either the evening or morning call out times.
- ADS considers a hang-up (or any loss of contact after identification has been confirmed) to be the equivalent of a refusal.

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.