ABSENCE CODES (ALL)

1	Illness/Medical	2	Bereavement/Funeral
3	Jury Duty	6	Paternity
7	Adoption	8	Sudden Fam. Ill. / Emerg.
9	Education (Paid)	11	Personal (Unpaid)
12	Athletic Assoc. Event	**16**	**Extra Staff**
17	Pro D Release (GVTA)	22	Marriage (Employee)
23	Vacation	24	Long Service Leave
25	Union (Board Pd) CUPE	26	Union (Union Pd) CUPE
33	School Release	34	District Release
35	Holy Day	36	Athletic (Personal)
37	Marriage (Family)	38	Convocation
39	Contract Negotiations	40	Cultural or Service
41	BCTF Recoverable	42	GVTA Recoverable
43	Min. of Ed. Recoverable	44	UVic Recoverable
45	VPVPA Recoverable	46	Misc. Recoverable
55	Flex Time (CUPE)	60	Lieu Time (CUPE)
75	**Vacant Position**		

SUBJECT CODES

53	**PRIMARY**		**37**	**INTERMEDIATE**
85	**MIDDLE**			
98	ABORIGIN. NATIONS		5	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
93	LOW INCIDENCE		44	MATH
47	MUSIC		50	PE
52	PHYSICS		51	PSYCHOLOGY
58	SCIENCE		63	SOCIAL STUDIES
60	SPANISH		61	SPECIAL ED.
62	STRINGS		65	TECH. ED.
66	THEATRE			

LEVEL CODES

001	PRIMARY (K-3)
002	INTERMEDIATE (4-7)
003	MIDDLE SCHOOL (6-8)
004	JUNIOR SECONDARY (8-10)
005	SENIOR SECONDARY (11-12)

POSITION CODES

CLERICAL	44
EAG	322
SCT	299

Greater Victoria School District No.61

ADMINISTRATOR'S GUIDE

FOR ABSENCE AND REPLACEMENT

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

EMERGENCY LINE: 250-475-4126 PIN # _____

LOCATION 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**
SUNDAYS OR HOLIDAYS	**6:30 PM - 8:30 PM**
PRO-D	**6:30 PM - 8:30 PM**
NEXT DAY ASSIGNMENTS	**6:30 PM - 8:30 PM**

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**.

Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

(This option allows you to enter an Absence on behalf of another employee. Please refer to the ADS Guides for **Teachers** or **CUPE** if entering an Absence for employees in these groups.)

For an **Extra Staff - Teacher** use Employee Number **205819xx**.
For a **Vacant Posting - Teacher** use Employee Number **205820xx**.
For an **Extra Staff - CUPE** use Employee Number **206819xx**.
For a **Vacant Posting - CUPE** use Employee Number **206820xx**.
(xx is the Location Code of your school)

If entering an Absence for yourself, ADS will seek a TOC as your replacement. The scheduled hours for your Replacement may need to be adjusted to Specific Hours.

2. Enter your **ABSENCE REASON CODE** followed by the **#** key.

- When using **205819xx**, **205820xx**, **206819xx** or **206820xx** use the **Absence Code** that most appropriately references the funding source for the replacement or use the **Extra Staff (16)** or **Vacant Position (75)** Absence Codes.
- Refer to the **Position Code** Table (back page) when asked to signify the designated type of replacement for a CUPE employee.
- Enter the **Location Code** for the Replacement.

3. ADS speaks your absence reason. To accept the absence reason press 1, to re-enter press 2, or to replay press 3.

4. For a single day absence (**or part of a day**) press 1, 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 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
    > or **3** if you will <u>not</u> be absent (an incorrect date entry).

    Press **3** to replay the schedule
    Press **4** to enter the schedule manually

8. Press **1** if your Absence <u>will result in the need for a replacement</u>.

    Press **2** if a replacement is <u>not</u> needed.

    If a Replacement is needed:

    1. Press **1** to request a specific employee or press **2** if you do not have a request.
    2. Press **1** to request by employee name, press **2** to request by employee number, or press the **#** key to continue.

    Press **1** if the Requested Employee has been notified.
    This option indicates that you (AOs ONLY) have arranged this situation and the replacement will NOT be phoned by ADS.

    If the Requested Employee has NOT been arranged, ADS will process them through the normal "Preferred" Call-out method.

    3. Press **1** if the replacement is needed for the entire absence. Press **2** if the replacement is only required for part of the absence.
    4. 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 (error).
    5. Enter the Subjects and Levels for which the Replacement will be needed.

    Entry of Subjects and Levels may be repeated for as many as necessary.

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

10. 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 On or Cancel your Absence.**
If you do not get an Absence ID Number it has <u>not</u> been entered successfully.

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be 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 will be dispatched in the evening from 6:30 pm to 8:30 pm. Emergency or 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 future assignments.
- When ADS is dispatching, if there is no answer at the TOC's regular phone number, ADS will call the backup phone number (if it has been provided) every half hour and once in the morning before moving on to the next TOC.
- Dispatched employees will be notified of cancelled assignments during either the evening or morning call out times.

INQUIRIES
(#2 from the Main Menu)

INQUIRE ON AN ABSENCE/DISPATCH

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **2** to *INQUIRE.*

2. Press **1** to Inquire on an Absence.
    Press **2** to Inquire on a Dispatch.

3. Press **1** to Inquire by Absence ID or press **2** to inquire by Date.

    If Inquiring by **Date**:

    Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.
    Then enter any date within the Absence period.

    If inquiring by **Absence ID**

    Enter the Job Number followed by the **#** key.

4. Press **1** and **3** to listen to the details of the Absence/Dispatch. Press **4** to find out who the replacement is.

INQUIRE ON A LOCATION
(To get the Absences/Dispatches for a specific Location)

1. Call the ADS phone number, enter your employee number and PIN followed by the **#** key and press **2** to *INQUIRE.*

2. Press **3** and enter the Location Number followed by the **#** key.

3. Enter the date you want to inquire on (YYMMDD format).

4. Press **1** to listen to the Absences and Dispatches.

CANCELLATIONS
(#4 from the main menu)

CANCEL AN ABSENCE/DISPATCH

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

1. Call ADS, enter your employee number and PIN followed by the **#** key and press **4** to go to *CANCELLATIONS*.

2. Press **1** to Cancel an Absence or **2** to Cancel a Dispatch
    Press **1** to enter by Absence ID or **2** to enter by Date.

    If entering **by Date**:

    Enter the Employee Number to work with followed by the # key. To select yourself, press the # key only.

    1. Enter any date within the Absence.
    2. ADS speaks the Absence ID.
    3. Press **4** to Cancel the Absence/Dispatch.

    If entering **by Job ID** number:

    1. Enter your job ID number followed by the **#** key.
    2. Press **4** to cancel the absence.
    3. Press **1** to complete the process.