

ABSENCE CODES (Teachers)

5	Illness/Medical	12	Bereavement/Funeral
13	Jury Duty/Subpoena	6	Paternity
7	Adoption	8	Emergency - Sudden Family Illness
9	Education (Paid)	10	Education (Unpaid)
11	Personal (Unpaid)	53	Athletic Assoc. Event
53	Athletic Assoc. Event	16	Extra Staff
17	GVTA Pro D Release	22	Marriage (Employee)
20	Discretionary (Unpaid)	24	Family Resp. (Unpaid)
28	Compassionate Care	30	Critical Illness
33	School Release	34	District Release
45	Holy Day	53	Athletic (Personal)
50	Marriage (Family)	47	Convocation
39	Classroom Relocation	91	Cultural or Service
92	BCTF Recoverable	93	GVTA Recoverable
94	Ministry of Education	95	UVIC Recoverable
96	VPVPA Recoverable	97	Misc. Recoverable

SUBJECT CODES

53	PRIMARY	37	INTERMEDIATE
85	MIDDLE SCHOOL		
98	ABORIG. NATIONS	5	ART
6	BAND	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 (4-5)
003	MIDDLE SCHOOL (6-8)
004	JUNIOR SECONDARY (9-10)
005	SENIOR SECONDARY (11-12)

TEACHER GUIDE

FOR ABSENCE AND REPLACEMENT

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

ADS 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 Web entry method)

EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	6:30 AM ONGOING
SATURDAY	NONE
SUNDAYS OR HOLIDAYS	4:30 PM - 7:00 PM
ProD	4:30 PM - 7:00 PM
NEXT DAY ASSIGNMENTS	4:30 PM - 7:00 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 * and 3
- Decrease the volume of ADS by pressing * and 2

ABSENCE ENTRY:

1. Call the ADS phone number (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. ADS speaks your absence reason. To accept the 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, for a range of days press 2.
5. Enter the day(s) you are absent in the format of YYMMDD followed by the # key.
6. The ADS speaks the date(s) absent. If the date(s) entered is/are correct press 1, to re-enter press 2 or to replay press 3.
7. Enter the **Location Code** (most schools have a 2 digit Location Code) followed by the # key.
8. For a Full Day press 1, for the AM press 2, for the PM press 3 or to enter exact hours press 4.

NOTE: If you are on less than a full 1.0 FTE you may need to use exact hours.

9. If you are done entering information press 1. If you have more to enter press 2.
10. Press 1 if you require a replacement during your absence. Press 2 if you do not require a replacement.
11. Press 1 to request a specific employee or press 2 if you do not have a request. Press 1 to request by employee name, press 2 to request by employee number, or press the # key to continue to the next step.

Continued

12. Press **1** if the replacement is needed for 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.
 13. Enter the **Subject Code** followed by the **#** key.
Enter the **Level Code** followed by the **#** key.
- Press **1** to enter another Subject and Level or press **2** to continue to next step.
14. Press **1** to leave a message for the replacement. Press **2** to skip this option. **(If you leave a message ! DO NOT HANG UP ! Press the # key at the end of your message)**
 15. 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 the ADS to speak your Absence Job ID Number.
You need this to Inquire On or Cancel your Absence.

If you do not get an Absence ID Number, it has not been successfully entered.

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be cancelled at least two hours before the assignment start time.
- Schools receive an email each morning listing all Absent and Dispatched employees one half hour before start of classes.

DISPATCHING PARAMETERS

- ADS will begin searching for a TTOC up to 15 working days prior to an Absence
- Absences will be dispatched in the evening between 4:30 pm and 7:00 pm. Emergency 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.
- ADS will phone the "Preferred" TTOC every half hour in the evenings prior to the Absence and once in the morning of the Absence before moving on to the next TTOC.
- If no "preferred" TTOC has been indicated, ADS will call the Primary phone number of a TTOC then the Secondary number (if it has been supplied). If no contact is made at either number, ADS will move on to the next TTOC in the rotation.
- Dispatched employees will be notified of cancelled assignments during either the evening or morning call out times.

INQUIRE ON AN ABSENCE

(#2 from the Main Menu then #1 from the sub-menu)

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**.
3. Press **1** to Inquire by the Job ID number or press **2** to Inquire by Date.
To Inquire by Date enter any date within the Absence period.
4. Press **1**, **2** or **3** to listen to the details of the Absence.
Press **4** to learn the name of your replacement.

CANCEL AN ABSENCE

(#4 from the Main Menu then #1 from the sub-menu)

NOTE: You can only cancel an Absence (not a Dispatch) and 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** for **Cancellations**.
2. Press **1** to Cancel an **Absence**.
3. Press **1** and enter your ADS Absence ID Number followed by the **#** key.
4. Press **4** to cancel the **Absence**.
5. Press **1** to complete the process.

5. GENERAL EMPLOYEE OPTIONS

(#5 from the Main Menu)

1. CHANGE YOUR PIN

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the **#** key and press **5** (**General Employee Options**) and then **1**.
2. Enter your new PIN followed by the **#** key. It must be a minimum of 4 digits.

2. CHANGE YOUR PHONE NUMBER

1. Call the ADS phone number (250-475-4222), enter your employee number and PIN followed by the **#** key and press **5** (**General Employee Options**) and then **2**.
2. Press **2** to enter your backup phone number followed by the **#** key. Enter your area code **only** if it is a long distance number.

NOTE: Chose to "replay" your newly entered number to ensure that it is correct.

3. To remove your backup number, phone 250-475-4126 and leave your request as a voice message.

3. RE-RECORD YOUR NAME

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