Entering an absence when you require
A TTOC REPLACEMENT:

NANAIMO LADYSMITH
PUBLIC SCHOOLS

⚠️ **Please note: If you have already secured TTOC coverage, please refer to the "Arrangement with TTOC" document for instruction as the entries differ.**

1. Select the appropriate absence reason, absence type - single day/range of days, absence date, then choose next.

Absence Reason: Sick Leave

Absence Type: ● single day ○ range of days

Absence Date: 10-May-2021

2. Choose yes to this option to have a TTOC replace you.

⚠️ If you *do not require* a TTOC to replace you, select no.

Absence for:

Do you require someone to replace you? ● Yes ○ No

Are they required to work the same schedule as you? ● Yes ○ No

Do you want to request employee(s) to replace you? ● Yes ○ No

3. If applicable, enter the name(s) of the requested TTOCs you would prefer to replace you. ADS will call them first if they are available.

Absence for:

Requested Employee # 1 [ ] ✖

4. It is important to select subjects and levels. ADS will search for a replacement based on this information. It is also recommended to provide some information in your dispatch message, ie: grade level and other pertinent information.

Absence for:

Select the subjects and levels that you require coverage for during your absence in priority order. The first Subject and Level

Subject 1 [ ] Level 1 [ ]
Subject 2 [ ] Level 2 [ ]
Subject 3 [ ] Level 3 [ ]

5. Once you have confirmed the absence details are correct, click on the submit absence button. A dispatch will be created and sent to the automated dispatching system to find a replacement.

Absence for:

Absence Reason: **Sick Leave**. Once you have confirmed that the absence details are correct, click Submit Absence.

Absence Schedule

Date	Day	Position	Location
10-May-2021	Mon	Teacher	

Subjects And Levels: Elementary - Elementary (K-7)

Leave Application

SICK LEAVE APPLICATION

Submit Absence