

Entering an absence when you have already MADE ARRANGEMENTS WITH A SPECIFIC TTOC



Please note: "Requesting" a TTOC in ADS is not the same as having made prior arrangements with a specific TTOC.

To secure the TTOC you have made arrangements with, you must follow these instructions or a dispatch will be created for callout to all TTOCs and you may not get the appropriate replacement.

1.

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

Absence Reason

Absence Type ☒ single day ☐ range of days

Absence Date

2.

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



If you have made arrangements with a TTOC to replace you, you must choose Yes.



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.

Enter the name of the TTOC you have made arrangements with.



Absence for:

Requested Employee # 1

4.

It is imperative to choose Yes - You have already contacted your TTOC about filling this absence. Failure to do so will result in a call-out through ADS and an additional TTOC will be dispatched for your absence.



Absence for:

Have you already contacted about filling this absence? ☒ Yes ☐ No

5.

Prior to submitting your absence, ensure your requested employee has been successfully added. If it is correct, you will see the messaging that the TTOC has already been contacted and the system will not call this employee (or anyone else). Your absence will be considered filled. Once you have confirmed the absence details are correct, click on the submit absence button.

Absence Schedule

Date	Day	Position	Location
10-May-2021	Mon	Teacher	

Requested Employee(s)

Already Contacted. The system will NOT call this employee.

If you are unable to select the TTOC with which you have made arrangements, choose (step 2) No, you do not require a replacement then email absencedispatch@sd68.bc.ca with the name of your TTOC and it will be added manually. Failure to do so will result in an extra TTOC.