

» Entering an absence for a teacher:

When a teacher or casual is not able to enter an absence *it is the responsibility of the school to enter absences in ADS.*

This can be done by principals, vice principals and secretarial staff.

From Atrieve, select **Enter Absence** > Enter absence for someone else > Yes > follow prompts to select appropriate teacher and school site.

Absence Entry: Administrator Options

Absence for someone else? Yes No

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

For TTOC continuity, if a teacher is absent for a range of days, please choose all the dates of the absence.

Absence Reason

Absence Type single day range of days

Absence Date

If a TTOC is required, choose *Yes* to the question: *Do you require someone to replace you?*

If you wish to request a specific TTOC, enter them in the Requested Employee menu. ADS will call these TTOCs first, based on their availability.

If you do not need a TTOC, choose *No: Do you require someone to replace you, then choose Next.*

Select the appropriate subject and levels. Continue to follow prompts. Once absence details are correct, submit absence.

Should a non-enrolling teacher be replaced?

Non-enrolling teachers do **not** need to be replaced if the absence is two days or less.

Please refer to the Collective Agreement C.21.1.d

Absence for: [Name]

Do you require someone to replace you? Yes No

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

Requesting a specific TTOC is not the same as confirmed arrangements.

It is **only a request** and will only call a requested TTOC if they are available in ADS.

If a TTOC has already been arranged, use the magnifying glass to select their name under the Requested Employee #1 column then choose *Yes* when asked if you have already contacted them about filling the absence. If you do not choose this, the dispatching system will automatically create a dispatch and call an additional TTOC.



ARE THEY REQUIRED TO WORK THE SAME SCHEDULE?

If an absence is entered close-to or after a scheduled start time, the start time must be adjusted for a TTOC callout.

A dispatch will be automatically be rejected by ADS

if it is 20 minutes or less from the scheduled start time.

Adjust the start time by selecting **No** to the question:

Are they required to work the same schedule as you.

When prompted, adjust start time.

You do not need to adjust your own working schedule.

Absence for: [Name]

Have you already contacted about filling this absence? Yes No



If you are unable to select a pre-arranged TTOC in step 2 choose: *No, you do not require a replacement* then email absencedispatch@sd68.bc.ca with the name of the appropriate TTOC and it will be added manually.

Failure to do so will result in an extra TTOC being automatically dispatched.