

ADS PHONE NUMBER: 250 -475- 4222 EMPLOYEE# \_\_\_\_\_  
 ADS EMERGENCYLINE: 250 -475- 4126 PIN# \_\_\_\_\_

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
NEXT DAY ASSIGNMENTS	6:30 PM - 8:30 PM
SATURDAYS	NONE
SUNDAYS/HOLIDAYS	6:30 PM - 8:30 PM
WEEKDAYS	6:30 AM ONGOING
PROD	6:30 PM - 8:30 PM

**ABSENCE CODES (CUPE 947)**

5	Illness/Medical
12	Bereavement
13	Jury Duty/Subpoena
6	Paternity
7	Adoption
8	Family Leave
9	Education Leave - Paid
10	Education Leave - Unpaid
11	Personal Leave - Unpaid
22	Marriage Leave (Employee)
23	Vacation
25	Union Business - Board Paid
26	Union Business - Union Paid
31	Unscheduled Work Day
33	School Release
34	District Release
55	Flex Time (Previous time worked)
60	Lieu (In Lieu of Paid Overtime)

FYI

All codes entered must be followed by pressing the key

1. Press the key to enter the absence code.
2. Press the key to enter the date(s) in the format of YYMMDD followed by the key.
3. ADS speaks the date(s) absent. If the date(s) entered are correct press the key. To re-enter the date(s) press the key or to replay press the key.
4. For a single day (or part of a day) absence press the key or for a range of days press the key.
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 are correct press the key. To re-enter the date(s) press the key or to replay press the key.
7. ADS will now speak your absence information (schedule). Press the key to re-enter the date(s) if the schedule is incorrect.

**IMPORTANT**

Wait for ADS to speak your Job number. You need this to Inquire or Cancel your absence. If you do not get an Absence ID number it has not been entered successfully.

