

## SCHOOL DISTRICT 35 (LANGLEY)



**CUPE 1260  
SUPPORT STAFF  
(updated)**

**ADS PHONE NUMBER: 604-532-1454**

EMERGENCY / HELP LINE: 604-532-1400 - (when prompted 1 then 210)

EMPLOYEE # \_\_\_\_\_ PIN # \_\_\_\_\_

### EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	5:15AM – (ALSO MANUALLY)
NEXT DAY & FUTURE	
ASSIGNMENTS	6:00 PM - 10:00 PM
FRIDAY & SATURDAY	NONE
SUNDAYS	6:00 PM - 10:00 PM
Stat Holidays	6:00 pm - 10:00 pm

#### PLEASE NOTE:

IT IS YOUR RESPONSIBILITY TO ALSO NOTIFY YOUR SCHOOL OR SITE ADMINISTRATOR OF YOUR ABSENCE.

FYI

- All codes entered must be followed by pressing the # key
- Dates must be entered as 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: (Menu Option 1)

### TO ENTER A SINGLE or OPEN-ENDED ABSENCE

Call the ADS system phone number, enter your employee number followed by the #, then your PIN, followed by #, press 1 for the *Absence Logging* option then press 1 to LOG AN ABSENCE.

1. Enter your ABSENCE REASON CODE, followed by #.
2. For a single day absence press 1, for a range of days press 2, or for an open-ended absence, press 3.
3. The ADS system will now speak your normal schedule for the day of your absence. If you selected an OPEN-ENDED ABSENCE THE ADS system will speak your weekly schedule.

Press 1 to confirm schedule is correct then skip to step 5. Press 2 to change the daily working times.

Enter the hours you will be absent: Press 1 for a full day, 2 for specific hours, 3 if you will not be absent. REMEMBER A CASUAL CANNOT BE CALLED OUT FOR ANYTHING LESS THAN 4 HRS.

For an OPEN-ENDED ABSENCE: Press 1 if these hours are to be worked for the entire absence. Press 2 to enter different hours for the next day.

4. Press 1 if you require a replacement during your absence. Press 2 if you do NOT require a replacement, then skip to step 9.
5. Press 1 to request a particular employee or 2 if you do not have a request. Press 1 to request by employee name, press 2 to request by employee number, or press # to continue to the next step.
6. Press 1 if the replacement is needed for the entire absence, then skip to step 8. Press 2 if the replacement is only required for part of the absence. Enter the hours the replacement is needed. Press 1 for a full day, 2 for specific hours, 3 if a replacement is NOT required.
7. If your classroom is wheelchair accessible, press 1.
8. Press 1 to leave a message for replacement. DO NOT HANG UP. Press 2 to skip this option.
9. Press 1 to retrieve your ADS Absence ID #. 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 system to speak your Absence ID #. If you hang up before this number is spoken, the system assumes you have changed your mind and will cancel your request. Also, you need this to inquire, cancel, or close your absence.

## ABSENCE CODES

71	Accreditation
424	Banked Overtime
409	Bereavement/Compassionate
420	District Committees
407	Emergency Family Illness
417	Grievances
401	Illness (3 consecutive days or less)
404	Illness (over 3 consecutive days)
413	Jury/Court Duty
414	Leave without pay
402	Medical appointments
408	Mourners Leave
499	Other
463	Sick Day Pay-out
411	Union Business
452	Vacation
454	Vacation (bonus after 10/20 yrs)
498	Weather conditions
403	Workers' Compensation

### INQUIRE ON AN ABSENCE (Menu Option 2)

1. Call the ADS system phone number, enter your employee number, followed by #, then your PIN followed by # and press 2 to INQUIRE ON AN ABSENCE.
2. Press 1 and enter your Absence ID# followed by #.
3. Press 1 to listen to the details of the absence. Press 4 to find out who is replacing you.

### CLOSE AN OPEN-ENDED ABSENCE - (MenuOption 3)

1. Call the ADS system phone number, enter your employee number, followed by the #, then your PIN and #, and press 3 to CLOSE AN ABSENCE.
2. Press 1 and enter your ADS Absence ID# followed by #.
3. Press 4 and enter the date (YYMMDD) you are returning to work followed by #.
4. Press 1 to complete the process.

### **CANCEL AN ABSENCE (Menu Option 4)**

NOTE: You can ONLY cancel an absence that has not begun.

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 4 to CANCEL AN ABSENCE.
2. Press 1 and enter ADS Job # followed by #.
3. Press 4 to cancel the absence.
4. Press 1 to complete the process.

## **GENERAL EMPLOYEE OPTIONS**

### **CHANGE YOUR PIN (Menu Option 5, 1)**

1. Call the ADS system phone number, enter your employee number, followed by #, then enter your PIN followed by #, and press 5, then 1.
2. Enter your new PIN followed by #. It must be a minimum of 4 digits.
3. Press \* then 1 to return to the main menu.

### **CHANGE YOUR NAME (Menu Option 5, 3)**

1. Call the ADS system phone number, enter your employee number and PIN followed by # and press 5, then 3.
2. Speak your full name followed by #.
3. Press \* then 1 to return to the main menu.

### **ABSENCE LOGGING PARAMETERS**

- Absences can be logged 24 hours a day, 7 days a week.
- The longest absence that can be logged, is for 90 days.
- Absences must be closed or cancelled at least 8 hours before the assignment starts.
- Schools will receive a fax each morning listing all absent and dispatched employees.

### **DISPATCHING PARAMETERS**

- Absences for the next day and future assignments will be dispatched in the evenings between 6:00 pm – 10:00 pm. Sunday through Thursday.
- Current-day absences will be dispatched starting at 5:15 am, Monday through Friday mornings. If a request is submitted too late for the ADS to dispatch, it will be dispatched manually from the Employee-On-Call Desk.
- When ADS is dispatching, and there is no answer at the casual's regular phone number, ADS will call the backup phone number, if applicable, before moving to the next casual in the rotation. If the casual's phone number is busy, ADS will move to the next casual in the rotation.
- Absences will be dispatched up to 1 hour before the assignment starts.
- Dispatched employees will be notified of closed or cancelled assignments during either the evening or morning call out times.
- Dispatched employees must call the Emergency/ Help/ Cancellation Line to cancel a dispatch.

*Revised 2002/11/27*