

***SUPPORT STAFF
LEAVE MANAGEMENT
USER GUIDE***

Welcome to the Holy Spirit Catholic School Division leave management system.

Please note, this system does not take the place of phoning and reporting your absence to your principal/supervisor. You must ensure that whenever you will be away from work, that you phone first, then log your absence into the leave management system. Every absence, whether it is for lieu time, sick, bereavement, etc. must be recorded.

When you log into the system, the leave reasons that you see listed, are what is available to you through your collective agreement.

If you have any questions on how to enter your leave, or would like training on the system, please contact Human Resources.

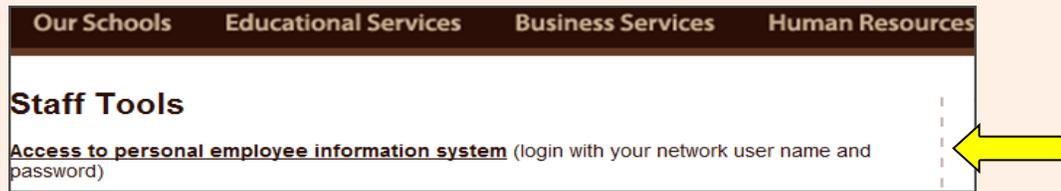


Logging an Absence – Support Staff Employee Guide

1. On your school website, in the top right-hand corner you will see this link to access the personal employee information system. Or, in the bottom left-hand corner is a link to the District website.

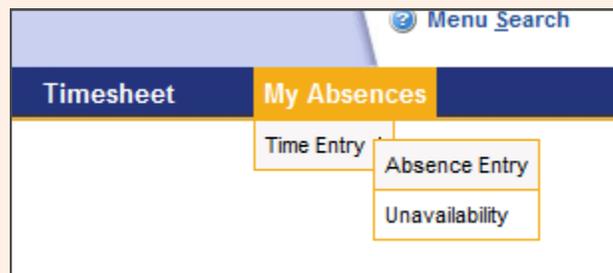


2. If using the District website link: Go to Human Resources – Staff Tools – Access to Employee Personal Information.



3. Enter your network username and password that was provided to you when you were hired.

4. Under the "My Absence" tab move your mouse over the time entry tab and click on "Absence Entry".



5. You will see the following screen. Choose a reason for your absence from the drop down menu. Remember, "Help" is available on every screen.

Absence Entry: Absence Information
 You are entering an absence for Test Support Srb.
 Select your absence reason and dates and then click the Next button.

Choose the reason you are away:
 -----Choose A Reason-----

Select the type of absence:
 single day range of days

Enter the date you will be away:
 27-Mar-2013

Next

6. Select a date or a date range for your absence. Click on the calendar icon to select your date. Future absences can be logged by using the arrows on the calendar to move from month to month. You cannot pick dates that have a strike through them.

Absence Entry: Absence Information
 You are entering an absence for Test Support Srb.
 Select your absence reason and dates and then click the Next button.

Choose the reason you are away:
 Bereavement: Immediate Family

Select the type of absence:
 single day range of days

Enter the date you will be away:
 28-Mar-2013

Next

March 2013						
Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

7. Your assigned schedule is displayed. If your schedule is different from what is shown, please email lindenc@holyspirit.ab.ca so that it can be updated with the correct information. If you are gone for less than a full scheduled day, enter the hours that you are absent.

This is your working schedule during your absence. Click on the date link below to change schedule details. Once your schedule details are correct, click the Next Button.

Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	28-Mar-2013	Thu	Education Assistant	Human Resources	08:00	16:30

Next



Include	Date	Day	Position	Location	St. Time	En. Time
<input checked="" type="checkbox"/>	28-Mar-2013	Thu	Education Assistant	Human Resources	08:00	16:30
<input type="checkbox"/>	29-Mar-2013	Fri	Education Assistant	Human Resources	08:00	16:30
<input type="checkbox"/>	01-Apr-2013	Mon	Education Assistant	Human Resources	08:00	16:30
<input checked="" type="checkbox"/>	02-Apr-2013	Tue	Education Assistant	Human Resources	08:00	16:30
<input checked="" type="checkbox"/>	03-Apr-2013			Human Resources	08:00	16:30

Uncheck dates you DO NOT want included in your absence

If you are absent only specific days in a date range, UNCHECK the 8. Fill out all required information.

Absence Entry: Leave Application Entry
 You are entering an absence for Test Support Srb.

Enter the leave information below and press the next button.

BEREAVEMENT: IMMEDIATE FAMILY

Start Date: 28-Mar-2013 **End Date:** 03-Apr-2013
Absence Code: Bereavement: Immediate Family **Status:** Requested

Absence And Dispatch Status Info
 Not yet submitted.

Details

Description of Leave Type: CUPE 1825 10.3.1
 For the critical illness or death of father, mother, husband, wife, son or daughter, brother or sister, or parents of spouse - not more than five (5) days. Medical statement certifying critical nature of illness will be required if death does not occur. Not more than three (3) days for funeral of any of above, if held in the city, and not more than five (5) days if funeral is held outside the city. For combined critical illness and death not more than eight (8) days in the city and ten (10) days outside the city.

For the funeral of grandparents, grandchild, and in-laws two (2) days leave. If circumstances warrant additional leave, the two (2) days may be extended to a maximum of five (5) days leave.

Notes

Relationship of Deceased Mother * required

Please enter the location of the funeral

City Lethbridge * required
Province Or State AB * required
Country Canada * required

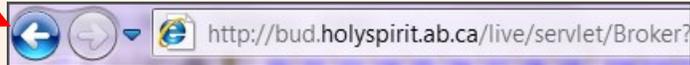
Application Comment Memorial on 28 and family burial on April 2.

Required Information

days you do not want to include in your absence.



9. Review all of the details of your absence. If changes are required, use the back arrow button.

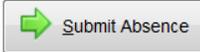


Once all details are correct, hit "Submit Absence" button at the top or bottom of the page.

Absence Entry: Summary Page

You are entering an absence for Test Support Srb.

You are not yet finished.
Confirm that these absence details are correct and then click the Submit Absence button at the top or bottom of this page.

Absence Reason: Bereavement: Immediate Family

Absence Schedule

Date	Day	Position	Location	St. Time	En. Time
28-Mar-2013	Thu	Education Assistant	Human Resources	08:00	16:30
02-Apr-2013	Tue	Education Assistant	Human Resources	08:00	16:30
03-Apr-2013	Wed	Education Assistant	Human Resources	08:00	16:30

Leave Application

BEREAVEMENT: IMMEDIATE FAMILY

Start Date: 28-Mar-2013 **End Date:** 03-Apr-2013
Absence Code: Bereavement: Immediate Family **Status:** Requested

Absence And Dispatch Status Info
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Details

Description of Leave Type: CUPE 1825 10.3.1
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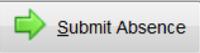
Notes

Relationship of Deceased: Mother

Please enter the location of the funeral

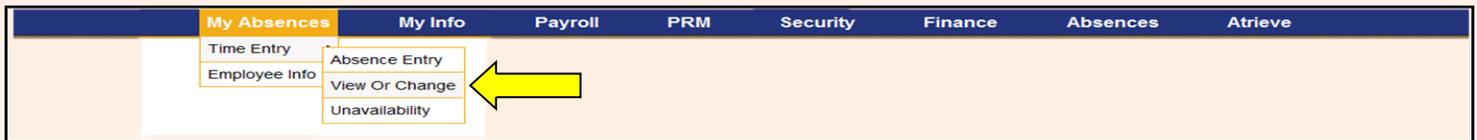
City: Lethbridge
Province Or State: AB
Country: Canada

Application Comment: Memorial on 28 and family burial on April 2

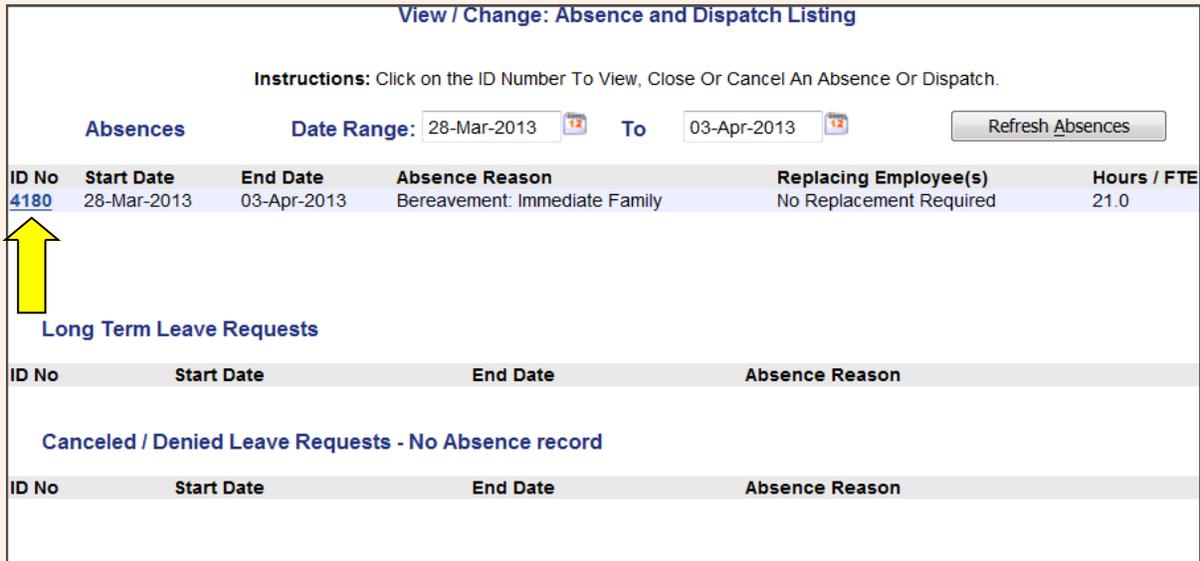
 



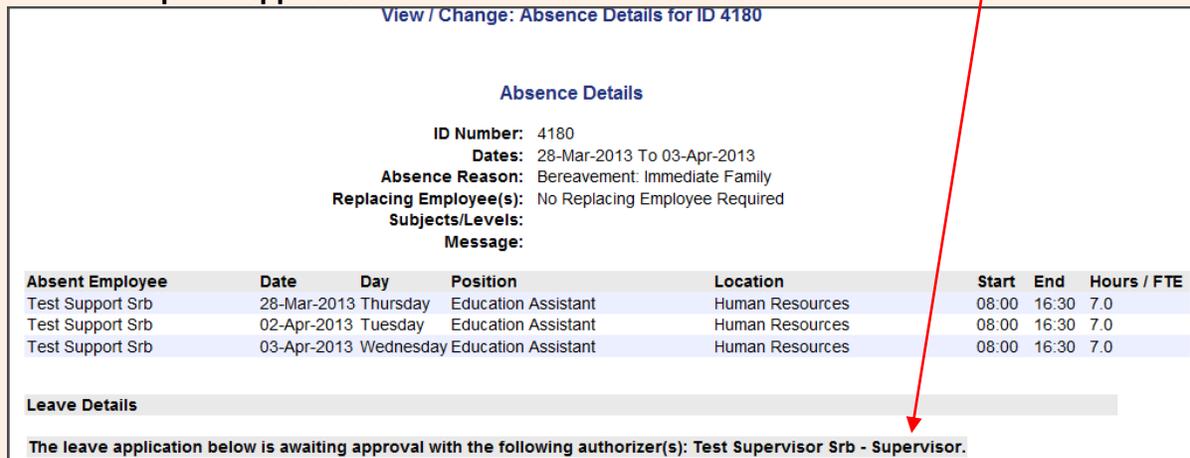
11. To check on the approval status of your leave, or to review all of your absences, go to “View or Change” under “My Absences”.



12. Choose the absence you wish to view by clicking on the ID No.



13. The View/Change: Absence Details will tell you where your absence is at in the approval process. The absence shown below is waiting for the Supervisor/ Principal to approve it.



14. Once your leave has been approved/denied, you will receive an email advising you of it. You can also view it online to ensure it has been processed (finalized).

