

TEACHING STAFF

ADS PHONE NUMBER: 236-317-2650

EMERGENCY LINE: 604-296-6900 ext. 661073/604-296-6907
(IF LEAVING A MESSAGE – PLEASE ENSURE IT IS CLEAR AND INCLUDES YOUR FULL NAME AND EMPLOYEE NUMBER)

EMPLOYEE QUICK REFERENCE

ADS WILL DISPATCH AT THE FOLLOWING TIMES:

WEEKDAYS	5:00 PM – 9:00 PM 5:00 AM – 8:00 AM
SATURDAYS	NONE
SUNDAYS	5:00 PM – 9:00 PM
HOLIDAYS	5:00 PM – 9:00 PM

FYI

- All codes entered must be followed by pressing the #
- 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

QUICK ABSENCE ENTRY:

1. Call the ADS system phone number, enter your employee number and PIN # followed by the #, press 1 for the **Absence Logging** option then press 1 to **LOG AN ABSENCE**.
2. Enter your **Absence REASON CODE** followed by the #.
3. The ADS system speaks your absence reason. To accept absence reason press 1. To re-enter the reason press 2, or to replay the reason press 3.
4. For a single day absence press 1 or for a range of days press 2, or for an open ended absence press 3.
5. Enter the starting day you are absent in the format of YYMMDD followed by the # key.
6. The ADS system speaks the absence dates. If the dates entered are correct press 1. To re-enter the dates press 2 or to replay the dates press 3.
7. The ADS system will now speak your absence information (schedule). If you selected an OPEN ENDED ABSENCE the ADS system will speak your weekly schedule.
Press 1 if the schedule is correct and skip to step 8.

Press 2 to change the daily working times.

Enter the hours you will be absent: Press 1 for a full day, press 2 for specific hours and press 3 if you will not be absent.

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.

Press 3 to replay the schedule.

Press 4 to change the schedule (location and/or time - the option of am or pm will be given – your location code is required to use this option)

8. Press 1 if you require a replacement during your absence.
Press 2 if you do not require a replacement, then skip to step 13.
9. Press 1 to request a particular employee or 2 if you do not have a request.
Press 1 to request by employee name, 2 to request by employee number.
10. Press 1 if the replacement is needed for entire absence, then skip to step 11.
Press 2 if the replacement is only required for part of the absence.

Enter the hours the replacement is needed for. Press 1 for a full day, 2 for specific hours, 3 if a replacement is not required.
11. Enter the Subject Code followed by the # key. Enter the Level Code followed by the # key.

Press 1 if Subject and Level are correct, press 2 to re-enter a Subject and Level Code and press 3 to Replay.

Press 1 to enter another Subject and Level or press 2 to continue to next step.

12. Press 1 to leave a message for the replacement. Press 2 to skip this option.
13. Press 1 to finalize your absence. Press 2 to cancel your absence. Make a note of your ADS Absence ID number.

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 number. You need this to Inquire, Cancel or Close your absence.

ABSENCE LOGGING PARAMETERS

- Absences can be logged 24 hours a day, 7 days a week.
- Absences must be closed or cancelled at least ten hours prior to the assignment start time.
- Schools will receive notification each morning listing all absent and dispatched employees.

****Instructions on logging absences/leaves on the web found at www.burnabyschools.ca– Staff Portal/Human Resources/Resources/Automated Dispatch Guides**

DISPATCHING PARAMETERS

- Absences for the next day will be dispatched between 5:00 pm – 9:00 pm and between 5:00 am – 8:00 am. ADS will dispatch Monday to Friday morning for current day absences and from Sunday evening to Thursday evening for next day assignments.
- When ADS is dispatching, if there is no answer at the TOC's regular phone number, ADS will call the backup phone number if it has been provided before moving to the next TOC in the rotation. If the TOC's phone number is busy, ADS will move to the next TOC in the rotation.
- Dispatched employees will be notified of closed or cancelled assignments during either the evening or morning call out times.

INQUIRE ON AN ABSENCE

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

CLOSE AN OPEN ENDED ABSENCE

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

CANCEL AN ABSENCE

NOTE: You can ONLY cancel an absence before 11:00 p.m.

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

GENERAL EMPLOYEE OPTIONS

CHANGE YOUR PIN #

1. Call the ADS system phone number, enter your employee number followed by the # and enter your PIN followed by # and press 5, then 1.
2. Enter your new PIN followed by the #. The PIN must be a minimum of 4 digits.

CHANGE YOUR PHONE NUMBER

1. Call the ADS system phone number, enter your employee number followed by # and enter your PIN followed by # and press 5 then 2.
2. Press 1 to change your regular phone number followed by #.
Press 2 to change your backup phone number followed by #.
(Enter 1 before the area code if the number is a long distance number.)

RE-RECORD YOUR NAME

1. Call the ADS system phone number, enter your employee number followed by the # and enter your PIN followed by # and press 5 then 3.
2. Speak your full name followed by the #.

SUBJECT CODES-SECONDARY SUBJECT CODES-ELEMENTARY

Code	Subject
150	Indigenous Education
5	Art
6	Band
7	Business Education
8	CAPP
9	Career Programs
11	Dance
151	Deaf & Hard of Hearing
12	Drama
13	English
14	ESL
159	Home Economics
15	Home Economics – Food
16	Home Economics – Textiles
17	Information Technology/Computer
165	Languages-ASL
21	Languages-French
20	Languages-French Immersion
171	Languages-Italian
22	Languages-Japanese
166	Languages-Punjabi
23	Languages-Mandarin
24	Languages-Spanish
28	Library
31	LSS - Alternate Education
32	LSS - Behaviour
33	LSS - Learning Support
161	LSS - Secondary
40	Math
41	Math-Calculus
45	Music
152	Oral Program
46	P.E.
54	Science
50	Science-Biology
51	Science-Chemistry
52	Science-Earth Science
53	Science-Physics
62	Socials
60	Socials-Geography
61	Socials-History
163	Technology Education
70	Technology Education-Auto
71	Technology Education-Drafting
72	Technology Education-Electronics
74	Technology Education-Metal
73	Technology Education-Woodwork

Code	Subject
1	Kindergarten
157	Primary
158	Intermediate
6	Band
14	ESL
20	French Immersion
28	Library
30	LSS-Resource
45	Music

LEVEL CODES

Code	Level
1	Elementary K-7
2	Primary K-3
3	Intermediate 4-7
4	Secondary 8-12

ABSENCE CODES (Teaching)

Code	Absence Reason		
SICK LEAVE			
1	Sick Leave	62	SICI (Workplace Injury)
LEAVE OF ABSENCES			
50	Discretionary	3	Jury Duty/Witness
51	Illness of Third Party	58	Other (at cost of TOC)
52	Bereavement	11	Leave without Pay
53	Birth/Adoption/Guardianship		
54	Convocation/Thesis		
DETACHED DUTY			
70	Detached Duty		
ALTERNATE ASSIGNMENTS			
91	Professional Growth		
93	Work Place Supervision		
94	Inservice		
95	Mentorship Program		
101	School Paid Activites – Includes: - field trips - athletic events - alternate assignment - professional development - school approved release - other	18	Third Party Billing Includes: - BTA (Release – Union) - BCTF - Ministry - College - Release – Other - Other

***If on approved WCB – please enter absence as SICI (#62) and payroll will adjust accordingly.**