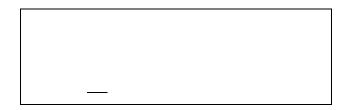


## ABSENCE CODES (Cupe 382)

1	Illness/Medical
2	Bereavement
3	Jury Duty
6	Paternity
7	Adoption
8	Emergency/Sudden Family Illness
9	Education Leave - Paid
11	Personal Leave - Unpaid
22	Marriage (Employee)
23	Vacation
24	Long Service Vacation

Union Business - Board Paid



## ABSENCE LOGGING PARAMETERS

Absences can be logged 24 hours a day, 7 days a week.

I NQUI RE ON AN ABSENCE (#2 from the Main Menu)

1. Call the ADS phone number, enter your employee number and PIN followed by the key and press to *I*