

ONLINE TEACHER LEAVE REQUESTS

****NEW** Online Leave Requests are now required for paid Discretionary Days.**

***NIGHT SCHOOL TEACHERS GO TO PAGE 3**

Online Leave Requests are required for **all leave types other than short-term illness of less than 10 days**. Once submitted, the school Principal will digitally approve the leave and then the request will automatically go to Human Resources for approval. Your paid Discretionary Day is automatically approved.

If you have additional documentation to submit with your request, please forward to Shannon Hunt **before** you submit your request for leave. Your leave won't be approved if the additional documentation is not supplied.

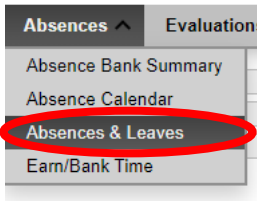
Additional documentation required for:

Jury Duty, Leave Paid by External Organization, Compassionate Care, and Caregiver Leave.

TO ENTER AN ONLINE LEAVE REQUEST:

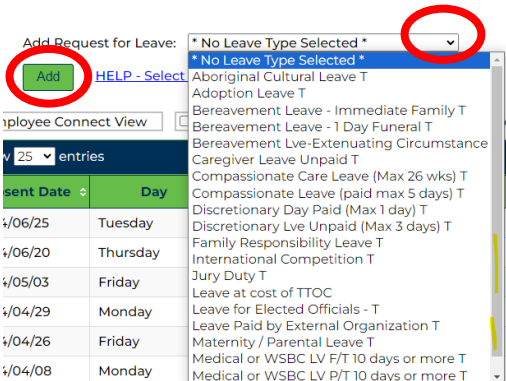
Login to Employee Connect - <https://cimsweb.deltasd.bc.ca/Employeeconnect/employeesignonn.asp>

1. Select **Absences & Leaves** from the Absences drop down Menu



The Leave page will show all of your previous leaves and absences

2.



Click on the drop down arrow on the **Add Request for Leave** field and select the leave you wish to request.

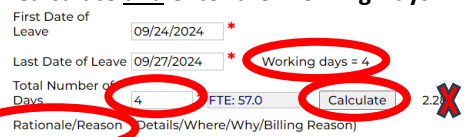
3. Click on the **Add** button below

Then next page is where you can fill in the details of your leave. Some leaves do not require a category.

The **Job** field, **Authorizing Location**, **Short Description** and **Absence Reason** will already be completed. **Absence Reason** includes the SmartFind absence code for your assistance.

4. Click in the **First Date of Leave** field and a calendar will open.
Select the first day of your leave from the calendar.
Repeat process on the **Last Date of Leave** field

5. Click **Calculate** and enter the **Working Days**



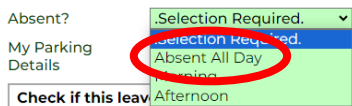
6. Enter your **Rationale/Reason** for the leave.

7. Enter your **Rationale/Reason** for the leave.

8. If at multiple locations, you will need to duplicate the leave for the other locations.

9. Do NOT leave comments for replacement or Booking Clerk, or select a preferred replacement. All of this is done in SmartFind.

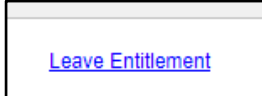
10. Under **Absent?**, select **All Day**.
ALL LEAVES ARE FULL DAY INCREMENTS



11. If leave is for more than one day, must select **ABSENT ALL DAY** and check box for more than 1 day:

☒ Check if this leave is for more than 1 day

12. Click **Leave Entitlement** for Collective Agreement language.



13. Click **SAVE** to save request; **EXIT** to leave the current page without saving.

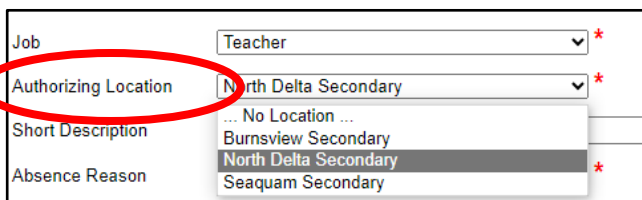


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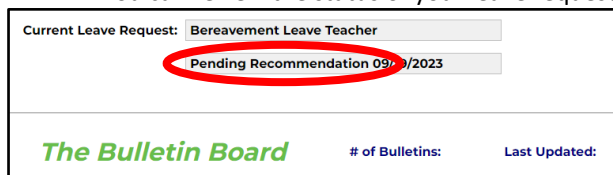
Working at Multiple Locations?

You will need to select your absence from the drop down menu, including night school.

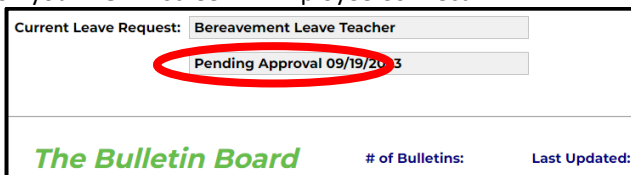
**Enter a new leave request for each location leave is needed.



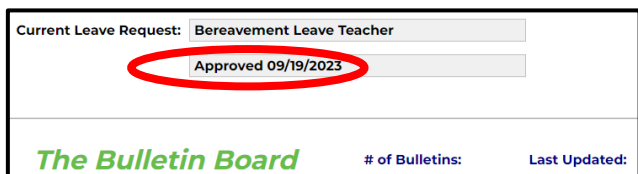
14. You can review the status of your leave request on your **HOME** screen in Employee Connect:



Entered & waiting for admin approval



Admin approved & waiting for HR approval



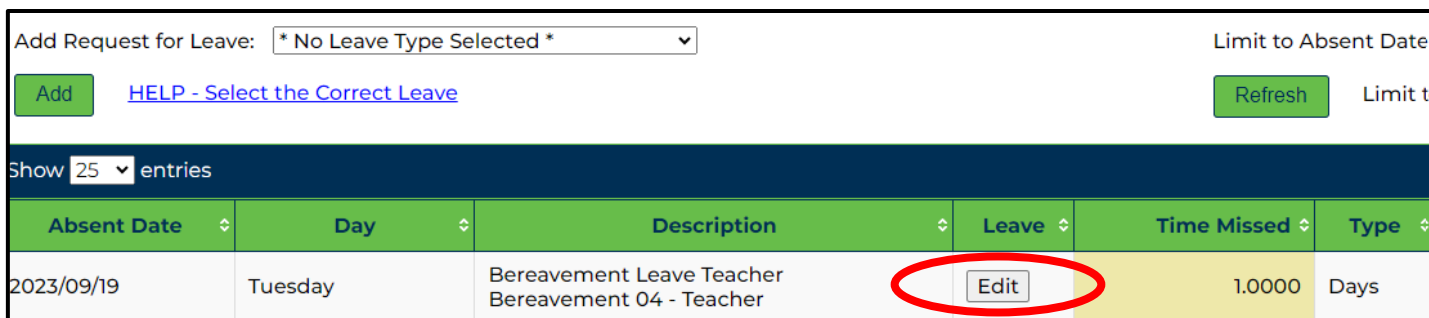
Leave has been approved by HR. Book your absence into SmartFind.

When approved by Human Resources it will show as **Approved/Completed**. You will receive an email in your District Email account informing you to check the status of your leave in your Employee Connect Leave Requests under the Absence Tab.

Please review the Teacher Leave Memo in the How To folder in Teacher Info on Teams.

TO CANCEL A LEAVE REQUEST:

1. Select **Absences & Leaves** from the Absences drop down Menu
2. Click **EDIT** for the leave to be cancelled



Before it has been approved:

3. Check **OK to Delete** and then click **Delete**



After it has been approved

3. Check **OK to Cancel** and then click **Cancel**



ONLINE TEACHER LEAVE REQUESTS

Current Leave Request: Bereavement Leave Teacher

Approved/Cancelled 09/7/2023

The Bulletin Board

of Bulletins: Last Updated:

Confirmation that the leave request has been cancelled.

**You cannot cancel a leave request after the date has passed.

Questions: email SubDesk or call 604 952-5361 or Shannon Hunt at 604 952-5386 or email shunt@deltaschools.ca

Don't forget to book your absence in SmartFind even if no TTOC required!!

For NIGHT SCHOOL TEACHERS:

Employee has both TEACH and NIGHTD – Select the correct Leave by Job you are requesting the leave from. T = Teacher and D = DCC (NIGHTD)

Last Name: Calderon Ramirez

First Name: Rita

Employee #: 940685

Use the and to v to add y

Add Request for Leave: Discretionary Lve Unpaid (Max 3 days) ▾

Add

HELP - Select

Discretionary Lve Unpaid (Max 3 days) D

Discretionary Lve Unpaid (Max 3 days) T

For NIGHTD, selecting a leave under “D”, select Job Instructor and change location if necessary.

Job

... No Job ... *

Authorizing Location

No Job

Instructor *

Job

Instructor *

Authorizing Location

Brooke Elementary *

Short Description

... No Location ...

Brooke Elementary

Delta Community College *

Absence Reason

Discretionary Day w/Out Pay *

ONLINE TEACHER LEAVE REQUESTS

Job *

Authorizing Location *

Short Description *

Absence Reason *

First Date of Leave *

Last Date of Leave *

Number of Hours * 0.0

Rationale/Reason (Details/Where/Why/Billing Reason)

Date/Time Comment (optional) (Use to explain when date range and time are inconsistent - *weekend* *stat*)

Absent? *

My Parking Details

☐ Check if this leave is for more than 1 day

Leaves selected under Teacher should default to Job Teacher and School Location.
Leaves must be requested under both if taking a leave from both jobs.

Delta Access can also use NIGHTD Online Leave Request and same as above.

Category *

If an appropriate category is not found - consider changing the leave type

Job *

Authorizing Location *

Short Description *
 *
 *

Absence Reason *

First Date of