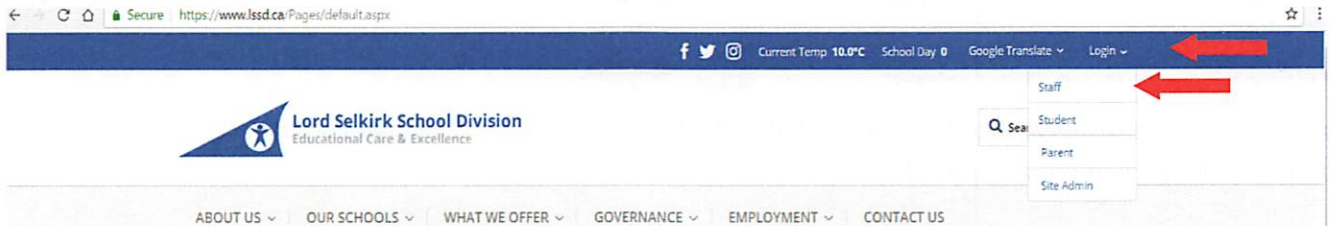


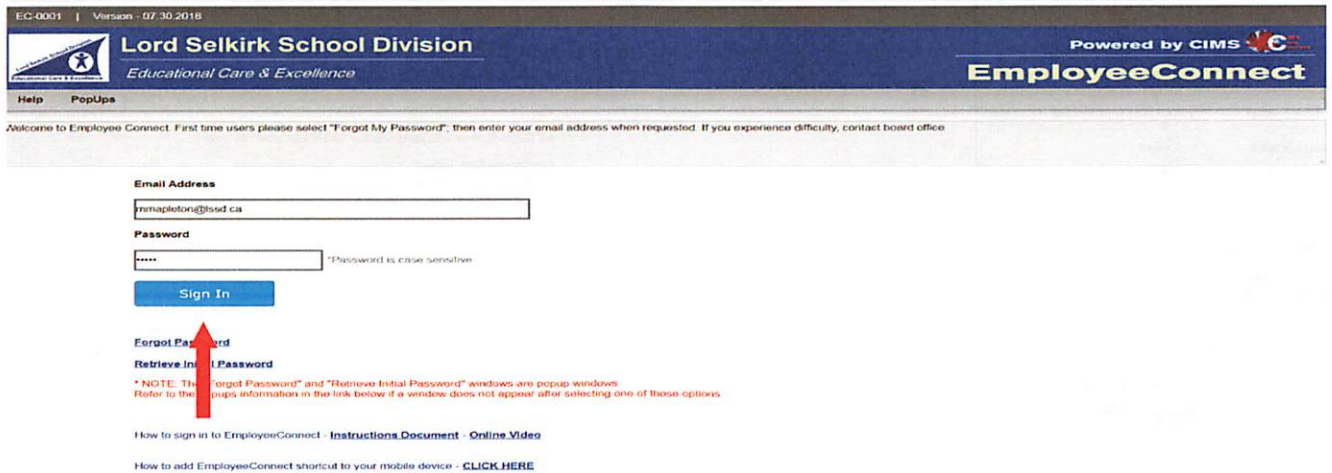
In the event of a same day illness/sick the following steps are required;

1. Enter your absence in Employee Connect.

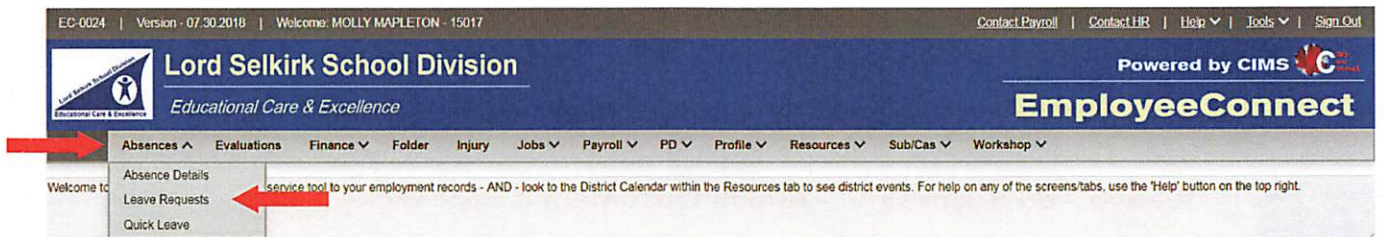
Go to the Division website to Log in to Employee Connect.



Log in to your account using your email and password. Click to Sign In.



Select the applicable leave type and click Add.





# Help Document – Steps for Same Day Illness

Select the Absences tab – then Leave Requests.

You are now on the Leave Request page. Many of the **\* required fields** will automatically populate. Complete the remaining required fields.

Once all fields have been completed, click Save.



When your Leave Request has been successfully added you should see the following message.

2. Contact your Admin, Learning Support Teacher (or the school office) and the Sub Booking Clerk at (204) 785-7362 – if a Sub is required, to advise that you will be away.

2. Indicate your absence for the applicable date on your schools timesheet and initial for verification.