How?

• via My Human Resources, the same application that employees currently use for monitoring earnings and other employment related information

• Can be accessed by computer or mobile device

• If an employee does not have access to a computer or mobile device, they may call Human Resources at 519-661-2194, select option 3 and be directed to an Employee Leave Coordinator who will record the absence
How?
Absence Notification

Western University promotes a workplace that supports your health and well-being and recognizes that you contribute significantly to the achievement of its mission, vision and priorities. Your contribution includes optimal and consistent attendance at work, but the University understands that there will be occasional circumstances when you will have unanticipated time away from your work.

This absence notification can be used by all faculty, staff, part-time, contract and student employees to notify the University of full days of unanticipated absence. During certain critical times when the University needs to assess continued safe operations of the University and/or is required to report incidents of illness to public health authorities, all employees are required to report unanticipated absences from scheduled work.

An absence may be due to illness, care of family members, bereavement, and other unanticipated leaves.

You are responsible to record your absence for each day your work schedule will be impacted. The “Add Another Date” button will add a new row where you may complete the absence type, date and all details required.

Ensure you click SAVE to submit your Absence.

<table>
<thead>
<tr>
<th>Absence Date</th>
<th>Status</th>
<th>Add/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020/02/04</td>
<td>Saved</td>
<td></td>
</tr>
<tr>
<td>2020/02/05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020/02/06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020/02/07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2020/02/10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Add Another Date to begin.
How?

Once new date is added, click Add/Edit to enter absence details.
How?

Click Enter Absence From Work radio button to notify the University of your absence from work.

Click Cancel Absence radio button to remove the reported absence from work.

- [ ] Enter Absence from Work
- [ ] Cancel Absence

**Date:** 2020/03/13

**Type of Absence:**

**Reason:**

Please enter supervisor name and email to notify your absence.

- [ ] Supervisor First Name
- [ ] Supervisor Last Name
- [ ] Supervisor Email
How?

Enter the type of absence
• Sick leave
• Family responsibility
• Compassionate/Bereavement
How?

Enter the reason for the absence:
- Flu-like symptoms
- Self-isolation
- Workplace illness or injury
- Care of ill relative
- Childcare due to closure
- Death of immediate family
- Death of other
- Other
How?

Enter the supervisor name and email – a copy of the notification is sent to the supervisor.
How?

Click Done
How?

Click Save. The Absence Notification process is complete and added to the employee’s record.

An email is sent to both employee and supervisor.
RE: Absence notification

XXXXXXX,

Thank you for your absence notification. Your health, safety and wellness are important to Western.

This is to confirm that we have received your notice of absence on Wed, Feb 5 2020 due to Care of ill relative. We have sent an email to your supervisor to notify them of your absence, however please connect with your department and/or supervisor to alert them to any essential University operations that need to be completed during your absence.

If you are required to be absent for additional days, please use this same on-line method to notify the University.

If you have questions about this notification, please contact Human Resources at 519-661-2194 or email family.care@uwo.ca
RE: Employee absence notification

Dear Supervisor

Human Resources at Western University has been notified by XXXXXXXX that they are absent from work on Wed, Feb 5 2020. We have advised the employee to connect with you on any essential operations to be completed during their absence.

If you have questions about this notification, please contact Human Resources at 519-661-2194 or email family.care@uwo.ca
Additional Details

• The absence can be modified or cancelled

• Employees will be required to use the tool to notify the University on each day they are absent from scheduled work