

As of September 1, 2019, all Leave of Absence (LOA) requests will be submitted through the Forms Online system accessible through Employee Self Service (ESS). Employees may login to ESS to create new LOA requests, view LOA request status, cancel LOA requests, view previously submitted LOA requests, and view adjudication details.

Before initiating a LOA request, employees should have the following information available:

- Leave Start Date
- Return to Work Date
- Reason for LOA (employee will select from a list)
- Supporting Documentation (if necessary)

Please note that all details provided will be included in the request history and will become part of the employee personnel record.

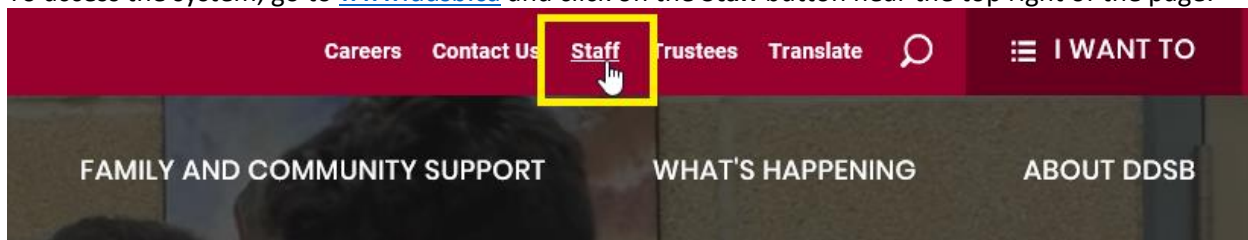
Once the request has been reviewed and a decision has been made, the employee will receive an email indicating the status change of the request. Employees may login to the Forms Online system for further detail on the decision.

If an employee wishes to modify an approved LOA, a new request will be required, and the existing request will need to be cancelled.

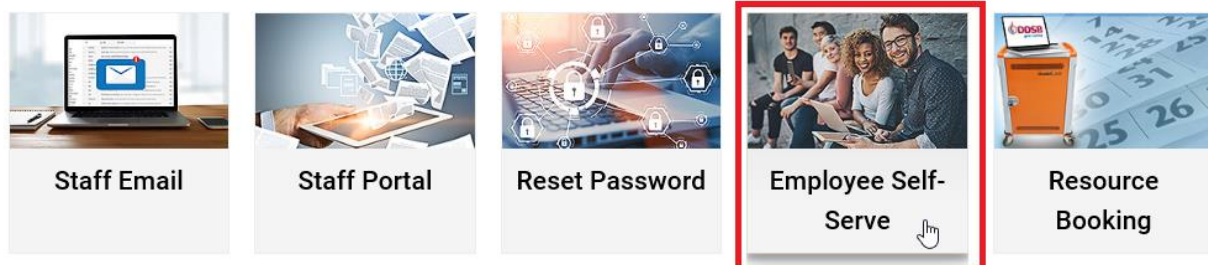
A separate LOA form must be submitted for leaves that exceed the number of days allowed in the Collective Agreement/Terms and Conditions, and are to be considered as more than one type of absence.

### How to Login to the System

To access the system, go to [www.ddsbc.ca](http://www.ddsbc.ca) and click on the **Staff** button near the top right of the page:

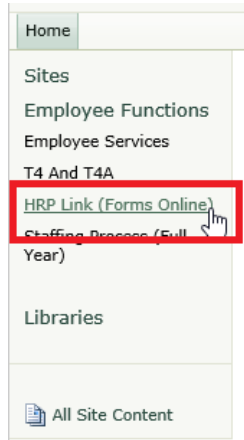


Click on Employee Self-Serve and log-in using your Network Login information:

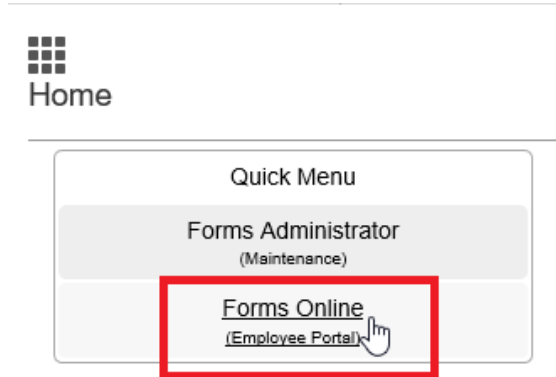


Click on HRP Link (Forms Online) on the left-hand side of the page, then click on Forms Online:

1.

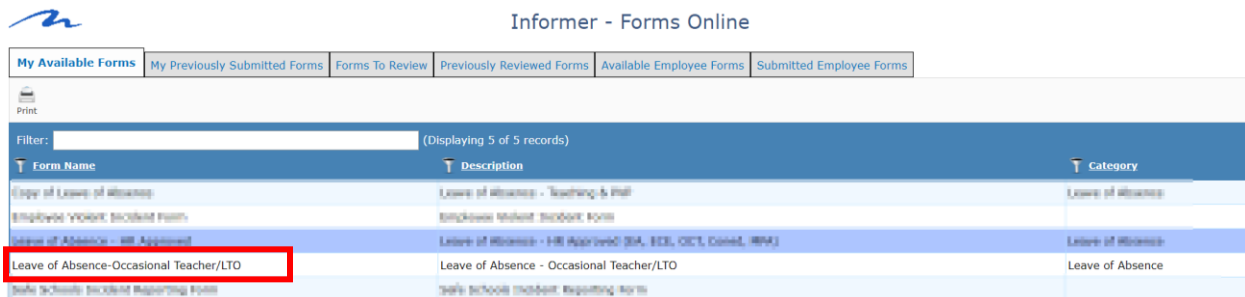


2.

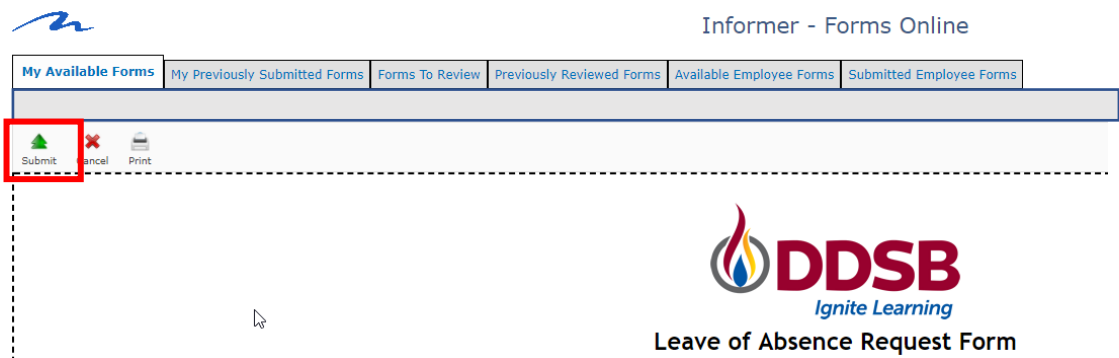


You will see all available forms based on your current job code.

Click on **Leave of Absence:**



Complete the top portion of the request form (all information in the Employee Section) and click on the Submit button:



After you have successfully submitted your request form, you will be able to see your submitted forms and the status of each request by clicking **My Previously Submitted Forms** on the menu bar at the top of the screen.



Employees will be notified by email when the request has been processed. The email will inform the user of the approval status. For further details on your requested leave, employees can login and review the form through the ESS Forms Online system.