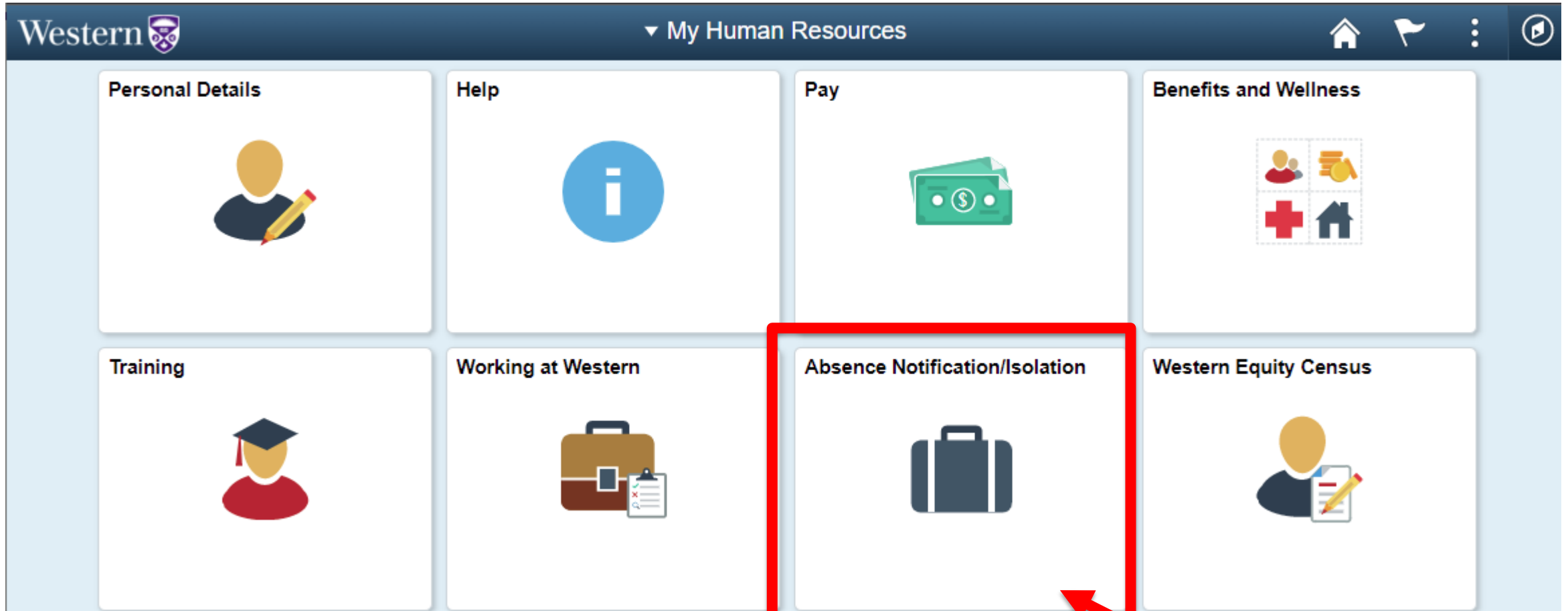


Absence Notification/Isolation Tool for Western Employees Instructions

Employee notifications

- If you are unwell or required to self-isolate due to illness or being a close contact of someone with a positive test result for COVID-19, please complete the absence notification tool, including self-isolation, in **My Human Resources** daily and notify your supervisor as soon as you are able.
- When reporting self-isolation, employees will indicate if they are able to fulfill their work duties.
- 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

My Human Resources



Click on the **Absence Notification/Isolation** tile

Absence Notification (Including Self-Isolation)

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 tool, which now includes self-isolation due to COVID-19, 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.**

If employees are required to self-isolate due to COVID-19, the tool should also be completed, even if they are completing their scheduled work from home. The self-isolation information is important for the University to have to support ongoing continuity of operations and inform safe campus operations.

In addition, the tool should be completed by employees who need to notify the University that they are not available to complete their scheduled work on any given day (on campus or remotely), due to an unanticipated absence.

An absence may be due to illness, public health requirement to self-isolate, care of family members, bereavement, and other unanticipated leaves. The absence may be paid or unpaid, depending on the type of leave and the employment policies or collective agreement provisions applicable to your role at Western.

You are responsible to record your absence or self-isolation each day. 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.

3 rows

Absence Date ▾	Status ▾	
2021/12/17		Add/Edit
2022/01/07		Add/Edit
2022/01/10		Add/Edit

Add Another Date

Save

Click **Add Another Date** to begin.

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Absence Date			3 rows
2021/12/17		Add/Edit	
2022/01/07		Add/Edit	
2022/01/10		Add/Edit	

Add Another Date

Save

Once the new date is added, click **Add/Edit** to enter absence or self-isolation details.



Absence Notification (Including Self-Isolation)

Western University
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If employees are
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In addition, the
given day, you can

Cancel

Absence Notification (Including Self-Isolation)

Done

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

Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work

Cancel Absence/Self-Isolation

Date 2022/01/10

In the pop up window, click the **Absence/Self-Isolation From Work** button to notify the University of your absence or self-isolation

2021/12/17

2022/01/07

2022/01/10

Add Another

Save

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3 rows



Cancel

Absence Notification (Including Self-Isolation)

Done

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

Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work

Cancel Absence/Self-Isolation

Date 2022/01/10

Type of Absence

Reason

- Bereavement Leave
- Family Responsibility Leave
- Self-Isolation
- Sick Leave

Supervisor First Name

Supervisor Last Name

Supervisor Email

and email to notify your absence.

Type of Absence

Select the **Type of Absence** from the first drop down menu

Cancel

Absence Notification (Including Self-Isolation)

Done

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

Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work

Cancel Absence/Self-Isolation

Date 2022/01/10

Type of Absence Sick Leave

Reason

Supervisor First Name

Supervisor Last Name

Supervisor Email

Select the **Reason** from the second drop down menu

Cancel

Absence Notification (Including Self-Isolation)

Done

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

Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work

Cancel Absence/Self-Isolation

Date 2022/01/10

Type of Absence Self-Isolation

Reason Can fulfill duties

Supervisor First Name Can fulfill duties

Supervisor Last Name Cannot fulfill duties

Supervisor Email MySupervisor@uwo.ca

If your Reason is "Self-isolation"

If you select **Self-Isolation** from the Type of Absence drop down menu, please indicate under the Reason Drop-down if you **Can** or **Cannot** fulfill your work duties.

Cancel **Absence Notification (Including Self-Isolation)** **Done**

Click Enter Absence/Self-Isolation From Work radio button to notify the University of your absence from work.
Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work
 Cancel Absence/Self-Isolation

Date 2022/01/10

Type of Absence Sick Leave ▼
Reason Flu like symptoms ▼

Please enter supervisor name and email to notify your absence.

Supervisor First Name First Name
Supervisor Last Name Last Name
Supervisor Email MySupervisor@uwo.ca

Supervisor Name and Email

Enter your **supervisor's name and email** to notify them of your absence or isolation

Cancel **Absence Notification (Including Self-Isolation)** **Done**

Click Enter Absence/Self-Isolation From Work radio button to notify the University of your absence from work.
Click Cancel Absence/Self-Isolation radio button to remove the reported absence from work.

Absence/Self-Isolation From Work
 Cancel Absence/Self-Isolation

Date 2022/01/10

Type of Absence Sick Leave ▼
Reason Flu like symptoms ▼

Please enter supervisor name and email to notify your absence.

Supervisor First Name First Name
Supervisor Last Name Last Name
Supervisor Email MySupervisor@uwo.ca

Done

Click **Done** to close this window

Save

< My Human Resources **Absence Notification (Including Self-Isolation)** Home Flag Menu

Absence Notification (Including Self-Isolation)

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You are responsible to record your absence or self-isolation each day. 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.

3 rows

Absence Date ▾	Status ▾
2021/12/17 	Add/Edit 
2022/01/07 	Add/Edit 
2022/01/10 	Add/Edit 

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

An email is sent to both employee and supervisor.

Employee Notification E-mail

You will receive this:

Subject: Absence notification/self-isolation confirmation

Dear [Employee Name],

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

This is to confirm that we have received your notification on Tue., Jan. 4, 2022 due to [Reason for Absence/Isolation]. We have sent an email to your supervisor to notify them, however, please connect with your department and/or supervisor to alert them to any essential University operations that need to be completed.

If you are required to be absent or self-isolate 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 .

Supervisor Notification E-mail

Your supervisor will receive this:

Subject: Employee updated absence/self-isolation notification

Dear Supervisor,

Human Resources at Western University has been notified by **[Employee Name]** that they have updated the details regarding their work absence or self-isolation on Tue., Jan. 4, 2022. We have advised the employee to connect with you on any essential operations to be completed during their absence/self-isolation.

Please note that our system now tracks those who may be in self-isolation. In some cases, the individual may be able to continue fulfilling their duties remotely and others may not.

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 or self-isolating
- For additional questions please contact hrhelp@uwo.ca