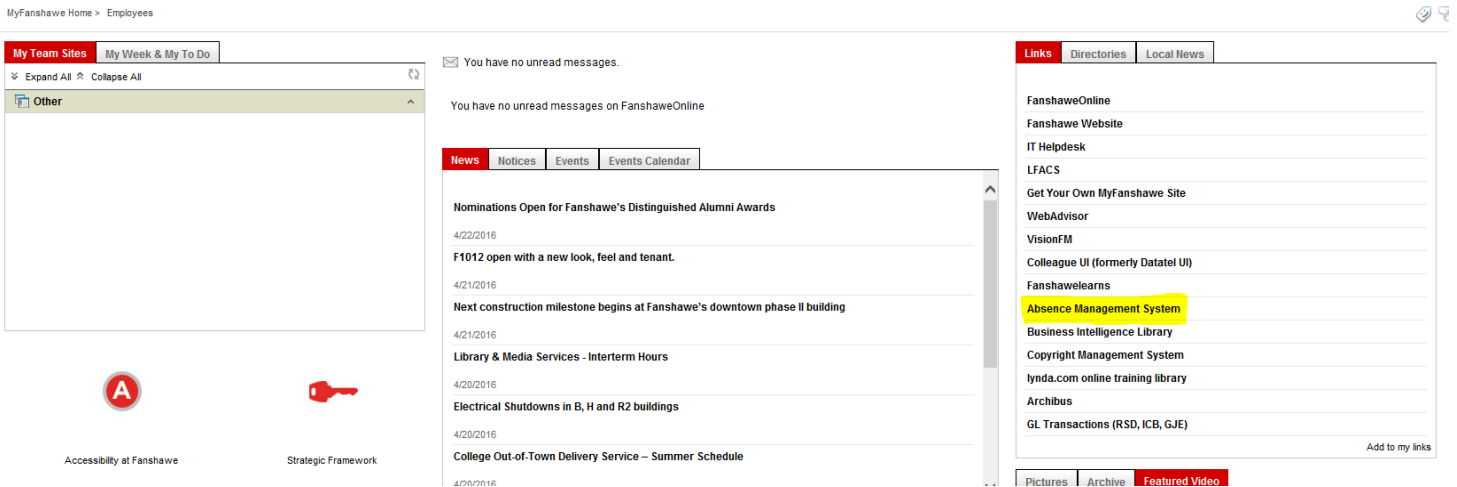


Entering Vacation on the Absence Management System (AMS)

1) Access AMS on the right side of the portal main page as seen below:



2) Select the “Vacation Leave Option” tab and click “Contiguous” under “Vacation Choice”

Report an Absence | Leave History | **Vacation Leave Option**

Year Start Date
Tuesday, September 01, 2015

Year End Date
Wednesday, August 31, 2016

Vacation Choice
 Contiguous
 Non-Contiguous

Contiguous Vacation Request – Where vacation is taken in either of the 2 contiguous two-month periods designated by the College.

Non-Contiguous Vacation Request – Any other vacation period requested and approved by the College.

This information is requested pursuant to article 15.01 A of the academic collective agreement.

3) From the “Absence Type” drop down menu select “Vacation”. Now select the “From” and “To” date using the calendar. **Check the box under the “Add” button** and then hit “Add”. This will automatically submit the days for approval.

Report an Absence | Leave History | Vacation Leave Option

Your weekly work schedule is: ⓘ

MON	TUE	WED	THU	FRI	SAT	SUN
8.80	8.80	8.80	8.80	8.80	0.00	0.00

Absence Type:

From:

To:

Check this box and click the "Add" button to automatically submit these absences for approval.

4) If submitted correctly the “Status” will say “Waiting for Manager Approval”

<input type="checkbox"/>	Edit	Absence Date	△	Absence Type	HRS	Comments	Status	Status Date
<input type="checkbox"/>		Fri, Apr 22, 2016		Vacation	4.40	Absent for 2/4 of teaching time ^{AH}	Waiting for Manager Approval	Fri, Apr 22, 2016

5) Once approved you will receive an email from the AMS system and the “Status” will change to “Approved”
If you have any questions regarding entering your hours please contact the School’s Assistant 😊