



Online LOA Form

User Guide (v1.5 – December 2009)

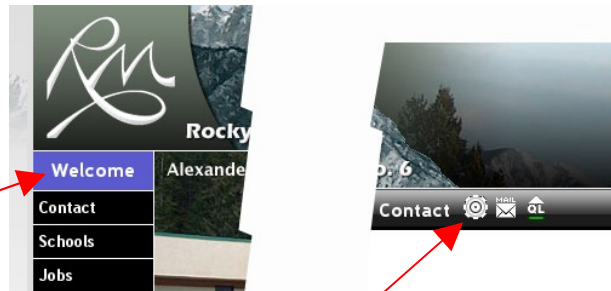
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Introduction

This guide will show you how to log into the Intranet and submit an online LOA request.

Logging on to the Intranet

1) Open a browser and go to the SD6 Website (www.sd6.bc.ca)



2) Click on **Welcome** and then click on the Intranet link (gear wheel in the menu bar).

3) Enter your SD6 username and password, click on **Log in**.



Submitting a LOA request

1) Click on **Online Leave of Absence Form**.

2) You will now be taken to the online LOA form. The form is split into three sections.

- Your details and LOA details
- Accounting
- Administration and signature.



Forms

Forms Database

[Online Leave of Absence Form](#)

3) Your details and LOA details

Please make sure all **bold** fields are filled out. This includes:

- Your first name and last name.
- Your site.
- Your affiliation.
- The first date of your absence.
- The reason for your absence.

You can also enter additional information such as other dates you'll be absent and the days or hours you'll be away.

4) Accounting

You'll see a variety of options, choose one or more option(s) and provide details if appropriate. If for example you would like to use a floater and some banked time, you would choose **Floater** and **In Lieu of Overtime** here. The amount of each would be specified on your timesheet, not on the LOA form.

5) Administration and signature

Select your supervisor from the drop down menu, verify your email address is correct and then type your name in full to sign the form.

- For school based staff your supervisor is your principal.
- For Operations staff your supervisor is your zone's Operations Supervisor.
- Speech & language pathologists and District counsellors should select Shary McTighe.
- SET BC Consultants & Secretaries, DRC Secretaries and Community LINK Student Support Workers who are not school based should select Barb Morris.

Submit the form using the Submit button. If you missed any information you'll be given the opportunity to enter it. Once you have submitted all required information your LOA will be ready for review by your supervisor, you'll be taken to a summary screen. Please check the details and notify your supervisor if anything needs correcting.