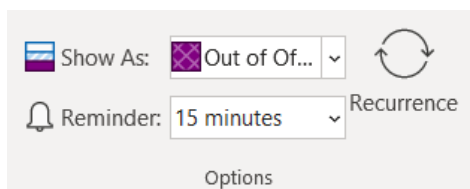




Faculty Absence Process

When planning your out of office for vacation days or conferences, please send a meeting invite **from your calendar** showing dates you will be absent, along with relevant information to:

- ✓ **UBCO-OKAS Absence from Duties** ubcokas-g-apscabsc@mail.ubc.ca
- ✓ Select 'out of office' from the drop-down menu, which then highlights your calendar purple, indicating you are not available for the timeframe.



- ✓ You can create and delete your own entries, but not see other faculty member's entries.

Example:

A screenshot of a meeting invite form. On the left is a 'Send' button with a right-pointing arrow. The form has the following fields:

- Title:** TEST - Faculty Absence Process
- Required:** Radio button selected for 'UBCO-OKAS Absence From Duties:'
- Optional:** Empty field
- Start time:** Tue 8/1/2023, 12:00 AM, Pacific Time (US & Canad), with checkboxes for 'All day' and 'Time zones'.
- End time:** Fri 8/4/2023, 12:00 AM, Pacific Time (US & Canad), with a 'Make Recurring' button.
- Location:** Ottawa, Ontario

To Note:

1. Submit a meeting request prior to your absence from SoE.
 - a. If teaching coverage is required, please make arrangements to obtain coverage for your course.
 - b. If you have supervisory responsibilities for the safety and operations in a particular laboratory / facility, as Principal Investigator (PI), Manager or otherwise, please complete the **Absence from Laboratory / Facility Supervisory Responsibilities** Qualtrics survey at the following link:
https://ubc.ca1.qualtrics.com/jfe/form/SV_a9IzB4d6J0dXo6W
 - c. Our Administration Team will send a confirmation that notification of your absence was received.