SharePoint Calendar

- As soon as you are aware a staff member needs time off and you have approved their request, please add it to the SharePoint Calendar
- When a staff member leaves employment, please do your best to remove any of their previously approved time from the SharePoint Calendar so we are able to maintain the calendar as accurately as possible
- As a general rule, if your staff member is going to be partially absent on a given day and they are not able to address their daily priorities, they need to communicate with your local team to ensure coverage happens
- When entering absence details to the SharePoint Calendar, please try to follow a consistent format for clarity:
  - FULL DAY ABSENCES:
    - List under the appropriate area in the 'details' of the SharePoint entry (EBD / FAMILY/ LEAD)
    - Include name and 'x' ID
      - i.e. Jane Smith/xsb123
    - If you know a person will be out two or more days, please indicate so with '2+' after their 'x' ID
      - i.e. Jane Smith/xsb123/2+
    - Remember to update the total number absent in the 'FULL DAY ABSENCES' title line
      - i.e. FULL DAY ABSENCES - 1 if your staff member is the first all day absence listed for the day
      - Supervisors will need to update each time. If there was previously one person listed as out all day and you are adding a second person, you will edit the title line accordingly: FULL DAY ABSENCES - 2
    - Recurring Lengthy Absences
      - If you have a staff member who will be out for **more than one month**, you can put it in as a recurring/all day event as its own entry utilizing the format noted above
        - i.e. add a new event - mark it as an all-day activity, put your date range in, and title with the appropriate format: Jane Smith/xsb123/OAD/2+
  - PARTIAL DAY ABSENCES:
    - List under the appropriate area in the 'details' of SharePoint (EBD / FAMILY/ LEAD)
    - Workers out for Trainings/Meetings should also be listed in this area
    - Include name, 'x' ID, timeframe they will be out
      - i.e. Jane Smith/xsb123/out 12-2

- ○ DAY-OF CALL-INS
  - ■ When someone in going to be absent unexpectedly on the day-of, please add it to the SharePoint under 'Day-of Call-Ins'
    - List under the appropriate area in the 'details' of SharePoint (EBD / FAMILY/ LEAD)
    - Include name, 'x' ID and whether they will be out-all-day (OAD) or out for a certain timeframe
      - ○ i.e. Jane Smith/xsb123/OAD
      - ○ i.e. Jane Smith/xsb123/out 12-2
    - If you know this unexpected absence has now turned into a stretch of two days or more, you can indicate so:
      - ○ i.e. Jane Smith/xsb123/2+