

# 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 adding to the calendar, please note that we have two separate calendars - one for PARTIAL DAYS and one for FULL DAYS.

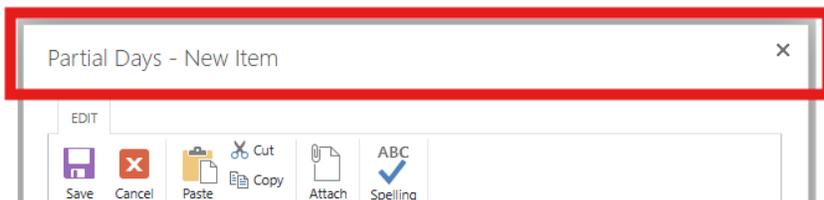


## ENTRY INSTRUCTIONS:

- For FULL DAY ABSENCES (both planned and unplanned):
  - Enter as an 'all day' event in the Full Day Absences calendar
  - Entry should have consistent formatting  
Worker Type (FAM/EBD/LEAD) / Worker 'x' ID / Planned (P) or Unplanned (U)
    - i.e. EBD/Jane Smith/xsb123/P
    - i.e. FAM/Jon Smith/xsb124/P
    - i.e. LEAD/Josh Smith/xsb125/U
  - If you know a person will be out two or more days, please utilize the recurring event feature in the SharePoint entry and indicate '2+' in the title
    - Please also try to be mindful and catch workers that may have not initially been a 2+ but now may be because of unplanned absence
      - i.e. LEAD/Josh Smith/xsb125/U - 2+
- For PARTIAL DAY ABSENCES:
  - Enter as an 'all day' event in the Partial Days calendar - you will need to click on the 'PARTIAL DAYS' calendar itself to add to that specific calendar.
  - Workers out for Trainings/Meetings should also be listed in this manner
  - Entry should again have consistent formatting:  
Worker Type / Name / 'x' ID / Planned (P) or Unplanned (U) - time details
    - i.e. EBD/Jane Smith/xsb123/P - out 10:30-1
    - i.e. EBD/Jane Smith/xsb123/P - in late @ 10

## Note/Tips:

- It may be more efficient to open two SharePoint tabs if you need to make multiple entries - one for full-day absences and another for partial-day absences.
- You can double check which calendar you're adding to visually at the top of the entry feature:



- You can also double check if you'd like by returning to the main calendar/overlay view - if the entry was properly made on the 'PARTIAL DAYS' calendar, it will show in RED when you're in the overlay view