



# LETHBRIDGE SCHOOL DISTRICT No. 51

## HUMAN RESOURCES

433 - 15 STREET SOUTH

LETHBRIDGE ALBERTA

T1J 2Z5

PHONE: (403) 380-5297

FAX: (403) 320-5706

E-MAIL: [stacey.wichers@lethsd.ab.ca](mailto:stacey.wichers@lethsd.ab.ca)

## Absent Employee FAQ's

**Question:** I can't remember my employee number.

**Answer:** Your employee number is listed on all of your Earnings/Pay statements.

**Question:** I can't remember my pin number.

**Answer:** First, check your Employee Quick Reference Pamphlet as you may have written it there. Then call the emergency line for assistance during office hours (Stacey Wichers at 403-380-5297 or Amber Ruest at 403-380-5302). You may be asked a security question before the information will be provided to you. You may also go into My Info, Change Phone or Change PIN.

**Question:** What Subject Level Code do I enter if I teach split grade 3/4 class?

**Answer:** Use the Level Code of the grade that you teach the most students. Leave details of your classroom split when recording your message.

**Question:** I have a family emergency and I am unable to log my absence. What do I do?

**Answer:** Contact your School Administrator or have someone contact your School Administrator. Discuss the details of your absence with the Administrator. The School Administrator will then enter the absence for you and take care of a replacement if necessary.

**Question:** Why did this Elementary Substitute Teacher get dispatched to my Secondary Science class?

**Answer:** The LADS system always attempts to find a qualified replacement for your absence. However, there may be days when no qualified replacement is available due to the number of absences logged or unavailability of replacements. In those situations any available replacements will be considered to ensure coverage of your absence from your classroom.