

How to check your Absence Information

1. Open the BWDSB Staff Portal. There are 2 ways you can do this:
 - a. From your teacher laptop, click the “Staff Portal” icon on the desktop.
 - b. From a personal computer, go to www.bwdsb.on.ca, scroll to the bottom of the page, and click on “Staff Portal.” (You may need to log in with your current BWDSB login and password. Remember that this is in the format 4+3@bwdsb.on.ca, *not* firstname_lastname@bwdsb.on.ca.)
2. Under the heading “Employee Services,” click on “Pay Stub.”
3. Click on “Personal” on the left side.
4. Click on “Absence.”
5. Under your name and employee number, there are 5 tabs:
 - a. “Absence Details” shows the totals for the current school year.
 1. “SLV CURR YEAR” = 11 sick days at 100% pay
 2. “120 DAYS STLV” = 120 short-term sick leave days at 90% pay, which you can access after your 11 sick days are gone
 3. “SICK LV TOP-UP” = the sick days you had left over from last year; each one of these days can be used to top up ten (10) of the short-term sick leave days from 90% to 100%, should you need to use them
 4. “5 DAYS” = personal days, to be used for illness/injury in your immediate family, family medical appointments, legal proceedings, moving, adoption, or calamity involving home or property
 5. “SLV PREV YEAR” = the number of sick days you had banked toward a retirement gratuity, before gratuities were legislated away in 2012
 - a. “Requested Transactions” shows items that require board approval.
 - b. “Posted Transactions” shows all entries for the current year (excluding roughly the last 2-week cycle).
 - c. “Historical Transactions” shows entries for previous school years.
 - d. “Allocated Transactions” shows the leave allocations for each school year.

If you find a discrepancy in your absence ledger, please speak to the school administrator who handles absences immediately so that it can be corrected.