

## How to request your PAID DAY OFF using the ELF (Electronic Leave Form)

1. Make sure you know your BBS login and password (because it's not the same as your O365 password). If you don't know it, you'll have to call the IT Help Desk at **1-866-538-0575** and ask to have your password reset.
2. **Log into the BBS** (First Class).
3. If you are having difficulty logging in to the BBS, you could try this:
  - a. In the login window, click the "Advanced" arrow in the lower left corner.
  - b. Click "Setup." A new window will pop up.
  - c. In the field beside "Server," type "**fc.bwdsb.on.ca.**"
  - d. Click Save. The window will close.
  - e. Enter your user ID and password in the login window.
  - f. Click the green arrow.
  - g. If you still can't login, call the call the IT Help Desk at 1-866-538-0575.
4. Once you're into the BBS, click on the "**ELF**" conference. The icon is a penguin.
5. Click on "ELF – Request." A new window will pop up.
6. Click on "Short-term leave."
7. The next window should show your name and employee ID.
8. Select your employee group from the menu, i.e. "Teacher (Secondary)."
9. Select your school location from the menu.
10. Enter your principal's name beside "Supervisor."
11. Enter your current FTE and the FTE you are requesting off (must be the same, as we can't divide the paid-day-off into partial days).
12. Beside "Start Date," enter the day you would like off.
13. Beside "Number of Days," select "1."
14. Beside "Type of Leave Requested," select "Personal." (This isn't really accurate, but there isn't an option for "paid day off," and this way your pay won't be docked like it would be if you selected "at-cost" or "unpaid" leave.)
15. Below "Rationale for Request," enter "**REMEDY DAY – PAID DAY OFF.**"
16. At the bottom of the page, you can click the yellow button to "Save as Draft" or the green button to "Submit."
17. Once you have submitted the ELF, you should receive a confirmation email in O365.
18. Make sure to submit a paper request-to-be-absent form to your vice-principal detailing what coverage will be required by a supply teacher.
19. Make sure to check your cheque and your absence profile in Employee Services after the fact, to ensure that you were not deducted any pay or sick days.