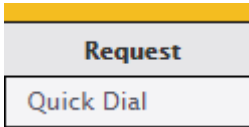
 Saskatchewan Health Authority	Title: How to call in sick for COVID-19 Shifts Role performing Activity: All Users	
	Location: All	Department/Unit: Various
<h1>WORK STANDARD</h1>	Document Owner: HR Systems and Analytics	Date Prepared: April 15, 2020
	Last Revision: April 15, 2020	Date Approved: April 15, 2020
	Related Policies/Documentation	

Work Standard Summary: These are the steps to follow if you are unable to work a shift you've picked up for COVID-19.

Essential Tasks:	
1.	To call in sick, you may call 1-833-931-1771, enter your employee number, and listen for the prompt to call in sick.
2.	You may also leave a message online by going to toha.staffscheduling.ca and enter your employee number and password.
3.	Click "Request" and "QuickDial" at the top of the page: 

4. On the next page, select “Sick/Absent” from the drop down menu, and then enter your message in the “Message Content” box. Be sure to include the following:
- Shift date
 - Time
 - Location of shift
 - Expected Date to be back at work

Please enter a Callback Number that you may be reached at in the bottom box. Press “Submit” when you are done:

Create Quick Dial Request

The screenshot shows a web form titled "Create Quick Dial Request". It contains the following elements:

- Message Type:** A dropdown menu with "Sick/Absent" selected. Other options visible are "COVID-19 Instructions/Broadcast", "COVID-19 Priority", and "Contact".
- Message Content:** A large text input area for entering the message details.
- Callback Number:** A text input field for providing a contact number.
- Submit:** A button at the bottom right to submit the request.

If you have questions about this Work Standard, please call **1-833-931-1771** between the hours of 08:00-16:00 Monday to Friday.