



# Absence

Your guide to the Absence platform

# Accessing Absence.

Absence is available 24/7 from your computer, tablet, or mobile device using the Online Portal:

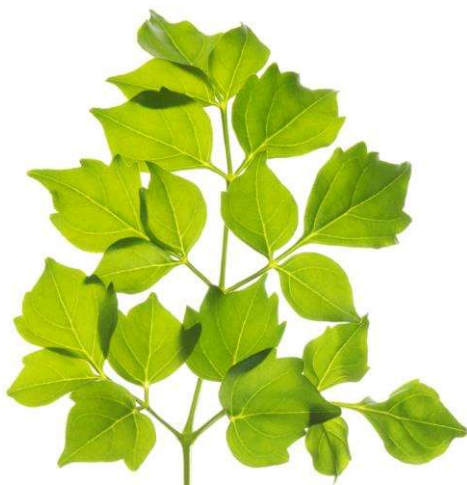
<https://kentcounty.abilitiabsenceus.com>

In Absence, you can:

- Report an absence (continuous and/or intermittent)
- Request a new leave, check the status of a pending leave, and review details of all leave claims
- Check available entitlement
- View all reported absences
- View items that require your attention



English ▾



## Welcome to AbilitiAbsence

Welcome to Connect! If you are an Employee, please enter your credentials to login. You may change your password after you have successfully logged in. If you require assistance or to share feedback, please email us at [abilitiproducsupport@lifeworks.com](mailto:abilitiproducsupport@lifeworks.com).

[Are you an Administrator ? Go Here](#)

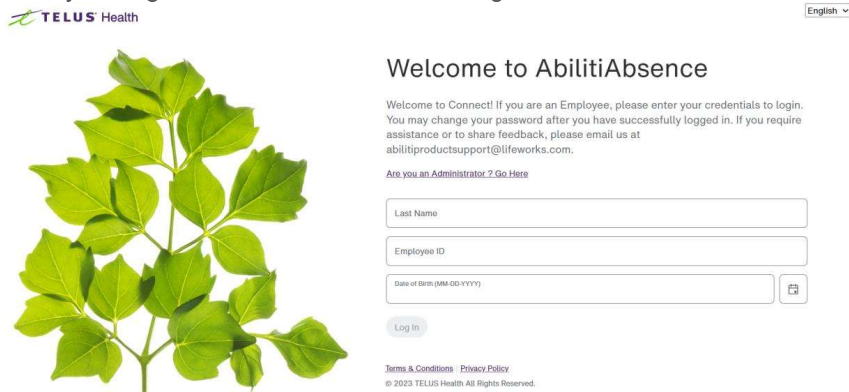
  
  
 

Log In

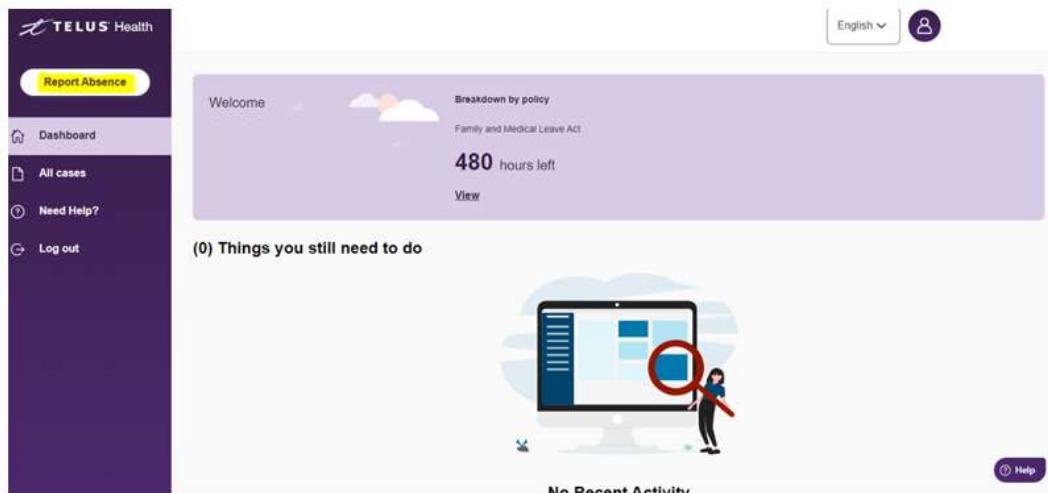
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# Requesting Leave or Reporting an Absence

- Report an absence using the Online Portal: <https://kentcounty.abilitiabsenceus.com>
  - Enter your log in credentials and click: “Log In”:



- Select: Report an Absence:



- The Down arrow must be selected to proceed to the next screen. It will not become available until you select option(s) on each screen:



- Select: the reason for your absence
  - If applicable, a secondary reason will appear
  - Select the secondary reason for the absence.
- Select: the date(s) of the absence(s)
  - Select individual dates for an intermittent leave reporting, or select a start date and end date for continuous leave

### Select the date(s) you will be absent

If you work an overnight shift, your absence begins on the calendar date you would start work.

Click here if selecting a single day vs a date range

2023

September							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				



Help

- Confirm your scheduled work shift(s)
- If the displayed work hours are incorrect, select 'Edit shift times' and enter the correct time(s) you are scheduled to work:

### Confirm your scheduled work shifts for the days you will be absent.

If your shift is not the same each day, please select 'change a shift' to modify.

Change a shift.

Friday **September 15, 2023** to Monday **September 18, 2023**

Your Shift  
8:00 AM to 3:00 PM

[+ Edit shift times](#)



Help

- Answer any supplemental questions as they appear
- Review your submission
- If all information is correct, click 'Submit':

Submit



- You must receive your confirmation number for the leave of absence to be successfully reported.
- If you need assistance or have questions, select the "Help" button or email: [abilitiproducsupport@telushealth.com](mailto:abilitiproducsupport@telushealth.com)