The following procedure shall be followed when an employee is absent from work.

Staff

Staff must notify his/her supervisor of their impending absence. Staff must notify their supervisor when he/she leaves campus during working hours (excluding lunch period) and when he/she returns.

Staff not informing their supervisor(s) of the absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action. The employee’s supervisor or their designee will be responsible for submitting an employee Absentee Form for each hour of unapproved leave (Sick and/or Annual) to the Human Resources Department. The employee is responsible for completing his/her Leave Report by the end of the month.

Faculty

Faculty must notify his/her immediate supervisor of their impending absence. If the faculty member is unable to contact his/her immediate supervisor, they must utilize the voice mail option. Faculty must also notify the applicable Academic Administrative Assistant to ensure their classes are notified. Additionally, the applicable Academic Administrative Assistant should
post Cancellation Notice at classroom and on WaveNet. The employee is responsible for completing his/her Leave Report by the end of the month. In the case of unforeseen absences, the employee’s immediate supervisor must notify the Human Resources Administrative Assistant on the employee’s 5th consecutive day of absence.

Faculty who may be teaching at a high school site should also notify the High School Administrative Office so that a substitute teacher can be contacted.

Faculty who find it necessary to leave campus during their scheduled work hours when they are not scheduled for classes (excluding lunch hour), must notify their immediate supervisor or faculty secretary.

Faculty who do not inform supervisors of their absences in a timely manner may be subject to unauthorized leave, resulting in leave without pay and possible disciplinary action.