

If absence is anticipated for professional or health reasons, the employee shall complete the absence form available in the office of the Vice President of Academic Affairs or the appropriate Dean. In case of sudden illness, the Vice President of Academic Affairs or the appropriate Dean should be notified before 8:00 a.m. of the day to be missed or, if occurring during the day, before the next scheduled class. If a night class is to be missed, the Vice President of Academic Affairs or the appropriate Dean should be notified by 3:00 p.m. In case of emergency situations, the instructor shall notify the Vice President of Academic Affairs or the appropriate Dean before the instructor's next scheduled class.

Adopted:
Amended:
Legal Ref:
Cross Ref: