

If absence is anticipated, the employee shall complete the staff absence form found on Intrinsic. In case of sudden illness, staff should notify their supervisor and faculty should notify the Vice President of Academic Affairs or the appropriate Dean 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: July 18, 2023
Legal Ref:
Cross Ref: