


# PROCEDURE

<b>Subject</b>	Absence from Teaching Assignment	<b>Number:</b> 2.01.01
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<b>Source</b>	Vice President Academic Affairs	<b>Reference (Rule #)</b> 6HX14-2.01
<b>President's Approval/Date:</b>	 <b>10/23/2013</b>	

I. PURPOSE

The establishment of an accountability process for absence from teaching assignment(s) due to illness, accident or unforeseen event.

II. PROCEDURE

In the event that an individual is unable to meet a class due to illness, accident or unforeseen events, the employee must notify the immediate supervisor before the beginning of the college day or as soon as it is reasonably possible. Plans for instruction should be shared with the supervisor, who will arrange for substitute instruction for the class.

Appropriate leave forms must be filed for that portion of the duty day's absence. Partial day's absences are to be recorded as follows:

- For leave of 3 hours or less, ½ day will be charged
- For leave of more than 3 hours, 1 day will be charged

Absence from any overload or part-time teaching assignment may result in a proportionate adjustment to one's overload or part-time salary.