

Instructor Absences

Procedure CU 03.08

Effective: 03/24/04

Faculty Members Occupying Regular Positions

1. The instructor notifies his/her immediate supervisor that he/she needs to be absent from a scheduled instructional assignment.
2. The assigned instructor completes the Curriculum Class Coverage form, describing the arrangements for class coverage.
3. A fellow faculty member may substitute for a colleague.
4. The instructor will notify Human Resources if he or she will be absent more than five (5) consecutive working days.
5. The instructor completes a Request for Leave Form for the number of days absent.

Forms

Curriculum Class Coverage

Request for Leave Form

While on campus this policy can be viewed by accessing Human Resources on SharePoint.