

Absence

1. Annual leave must be requested and approved prior to the annual leave being used. Exceptions may be approved in an emergency situation. Academic contract faculty do not earn annual leave.
2. Sick leave must be used if an employee is absent due to illness in the immediate family.
3. The supervisor must be notified if sick leave is requested. The sick leave form must be submitted for the supervisor's approval on the first day the employee returns to work. Sick leave used for regularly scheduled medical and dental appointments must be requested in advance.
4. Failure to report to work and/or failure to notify the supervisor in the appropriate time frame may result in disciplinary action being taken and may result in termination.
5. Should an employee fail to report for work three consecutive days without notification to the immediate supervisor or notification from an immediate family member on the behalf of the employee to the immediate supervisor, will constitute abandonment of the employee's position.