

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7344

Notifying District of Illness

Date Adopted: 3/28/1990

Date Revised: 6/9/2015

Date Reviewed: 5/10/2019

References: FUSE Collective Bargaining Agreement; SCFA Collective Bargaining Agreement; SCMA Collective Bargaining Agreement; Unrepresented Employees Handbook

Academic Employees

A faculty member who must be absent due to illness or injury must notify the office of the appropriate dean or supervisor of intended absence prior to the start of the workday unless conditions make notification impossible. In such case, notification should be made as soon as possible.

Classified Employees

An employee who must be absent due to illness or injury must notify their immediate supervisor of the intended absence prior to the start of the work shift unless conditions make notification impossible. In such cases, notification should be made as soon as possible. If the employee's supervisor is unavailable, the employee must notify their next level supervisor. Upon return, the employee shall accurately mark their absence on their monthly timesheet.

Educational Administrators, Classified Managers/Supervisors or Classified Confidential Employees

An educational administrator, classified manager/supervisor or a classified confidential employee who must be absent due to illness or injury must notify their immediate supervisor of intended absence prior to the start of the workday unless conditions make notification impossible. In such case, notification should be made as soon as possible. The employee shall accurately mark their absence on their monthly timesheets.