

Sierra College

ADMINISTRATIVE PROCEDURE

AP 7344

Notifying District of Illness

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| Date Adopted: | 3/28/1990 |
| Date Revised: | 12/12/2025 |
| Date Reviewed: | 12/12/2025 |
| References: | UPEC Collective Bargaining Agreement; SCFA Collective Bargaining Agreement; Management and Confidential 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.