ABSENCES FROM REGULAR DUTIES AND CLASSES

A. Purpose

It is the purpose of this policy to provide guidelines for faculty members who are absent from assigned classes or duties for which they expect to be paid.

B. Absence from Usual and Regular Classroom Duties

Authorization for any member of the faculty to be absent from his or her usual and regular duties will be granted only under the following conditions:

1. when such absence is on state business, and

2. when appropriate provisions are made to carry on the duties of the absent person without additional expense to the institution; or

3. in the case of military leave, not to exceed 15 working days each year.

C. Authorization For Absences From Assigned Classes

1. A faculty member who is unable to meet his or her classes on the day and hour scheduled for reasons other than illness, conferences or professional meetings must secure prior authorization from the department chair, dean, President or his/her designee.

2. When advance notice is not possible, it is the responsibility of the faculty member to inform the department chair immediately of his or her impending absence. The department chair shall have the responsibility to make arrangements for the assigned classes and other duties.

D. Related Policies

University policies and procedures concerning approved absences include the following:

1. Leave of Absence Without Pay: *Handbook of Operating Procedures*, Section 6.6.1.

2. Sick Leave: Handbook of Operating Procedures, Section 7.6.4

3. Authorized Paid Leave: *Handbook of Operating Procedures*, Section 7.6.5

   a. Jury Duty Leave

   b. Appearances as a Witness

ABSENCES FROM REGULAR DUTIES AND CLASSES

c. Death in the Family

d. National Guard Duty

e. Military Reserve Training

f. Volunteer Firefighter Training

4. Absences for Conferences and Professional Meetings (Academic Affairs): *Handbook of Operating Procedures*, Section 6.6.2.

E. Review

This policy shall be reviewed in every five years by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate.