Procedure Number 17	Effective Date: 08/01/73
Title: Reporting Absences	Revised: 07/01/97; 10/01/04; 12/03/13
Approval Date: 04/19/06	President's Signature: on file

PROVISIONS:

I. Any employee **must notify** the appropriate supervisor or department chairperson promptly regarding the reason for absence when such absence is anticipated and known in advance.

II. If an absence is created by an unforeseen emergency or illness, an employee must notify the supervisor or chairperson promptly as to the reason for absence and the date and time of anticipated return. If it is not possible for the employee to personally report the absence, a family member may substitute the reporting of absence. The employee should always use the most expeditious method of reporting absences; i.e., telephone, e-mail/text messaging, social media, etc. or personal notification through a family member or significant other.

III. If such absence should continue for a longer duration than originally anticipated, then the employee must contact their supervisor or chairperson to explain the reasons.

IV. **Any employee who is absent for three consecutive working days without notification to the University for any reason will be considered for separation from employment for *"job abandonment."***

V. An employee shall not receive pay for unauthorized and/or unreported absences.

VI. Any employee absence for greater than a three (3) consecutive day working period due to personal illness is to be documented by an attending physician's statement upon the first day the employee returns to work.