

CHAPTER 4: Human Resources

Policy 4A.1: Absence from Duty – Permission

Staff Absences

Any staff member who finds it necessary to be absent because of illness or emergency shall notify the Information Center as soon as possible. The Information Center will notify the immediate supervisor and (if appropriate, the faculty secretary) who will then be responsible for posting an absence notice(s), informing the appropriate people on campus, and ensuring that a Request for Leave is submitted when the staff member returns to the campus.

All other absences shall be approved in advance in accordance with staff contracts and MnSCU policies.

NOTE: Maintenance day-shift staff are required to call directly to the Maintenance Department as well as switchboard by 7:00 a.m. Afternoon and night shift maintenance staff are required to call directly to the Maintenance Department as well as switchboard by 3:00 p.m.

Canceling of Classes

It is imperative that classes be held as scheduled. The canceling of any classes requires prior approval from the Vice President.

Leave with Pay for Administrators

Approval of annual, sick, military, legal and other leave with pay for the Vice President shall be approved by the President. All other administrators will have approval from their immediate supervisor.

All other categories of leave for administrators will be approved by the President.

In approving all leave requests, it is expected that there will be administrative coverage of the unit.

History: