

C.7 Faculty Absences

Date

9/11

Any faculty member who cannot meet his/her class or lab period must notify the department chair and the dean concerning the absence before the class is to meet. It is necessary that proper arrangements be made for class work to continue. See Section E.3 for additional information on reporting absences for payroll purposes. Faculty are not permitted to take vacation day(s) during the semester when they have teaching, service, or other professional obligations at the University – except when applied during an approved leave of absence under FMLA or under the University’s personal leave of absence policy as described in policy D.7.