


PROCEDURE

Subject	Absences – Administrators and Other Professionals	Number: 2.03.01
Source	Human Resources	Reference (Rule #) 6HX14-2.03
President’s Approval/Date:	 8/14/2017	

All absences from duty must be covered by approved leave. Any absences of one-half day or more must be approved via a “Request for Leave of Absence” form, obtained from one’s immediate supervisor or from Human Resources. The required information must be completed, submitted to the immediate supervisor for approval, and returned to Human Resources. Timely completion and submission are essential for appropriate recording for payroll purposes. Except for personal illness or emergency situations, approval is required prior to the absence.