

Subject: Sick Leave-Faculty

Policy Number: A1.70

Date: 4/18/86

Reviewed 4/15/16

POLICY

Faculty will report illness whether scheduled for class or not since sick leave is accrued on a monthly basis. Sick leave for staff will be in compliance with University and State personnel regulations.

PROCEDURE

When a faculty or staff member will be absent due to sickness or medical appointments, she/he will notify the Assistant to the Director. Appropriate information will be sent to the Personnel Office to record the absence.