

## Chapter 7 - Human Resources

### AP 7344 Employee Absence and Illness

#### Reference:

Education Code Section 88191

Employees are required to provide immediate notification to their appropriate supervising manager(s) when they are absent for any length of time. In the event the supervisor cannot be contacted, nor his/her designee in the absence of the supervisor, notification of the absence must be made to the Office of Human Resources, during the hours of 8:00 a.m. - 5:00 p.m. If the illness is extended, notification of absence must be made daily until an official medical verification has been provided to the College detailing the employee's necessary absence from work.

#### Absences

- A. Absences must be recorded on employees' timesheets or on College absence report forms.
- B. Absences due to illness or injury shall be charged to accumulated sick leave credit in accordance with Education Code. Employees who have a negative balance of sick leave may be eligible to receive compensation under applicable State laws.
- C. Absences for other reasons shall be subject to salary deduction.
- D. Excessive absence or tardiness is grounds for disciplinary action.
- E. Employees participating in their respective Catastrophic Leave Program may be eligible for additional compensated leave of absence.

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016