

**Notifying District of Illness**

Procedures regarding academic and classified employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the agreement shall prevail.

Reference: None

Every reasonable effort shall be made by the employee or a representative of the employee to inform the District by contacting his or her supervisor and/or an administrator of the District in as timely a manner as possible, if they are ill or injured and are unable to fulfill their duties.

Employee or designee shall make every reasonable effort to notify the District daily of such absences. Upon return to work, an Absence from Campus form should be completed and submitted to the appropriate supervisor.

Except for extreme emergencies, absence from campus will not be granted to assigned classified or academic employees during the Fall and Spring registration periods. Requests for emergency approval must be approved by the appropriate Vice President.

See Administrative Procedure 7341 through 7347  
See also BP/AP 7345 - Catastrophic Leave Program

*(Formerly PVC Board Policy 4066)*

7/26/11 Board Information Item