School of Business and Applied Arts
ABSENCE PROCEDURE

In every case of instructor absence, it is required that you contact the School of Business and Applied Arts office. If the absence is planned, please notify us before the absence occurs. If the absence is unexpected, please notify us at your earliest convenience. This notification is critical for us, and it is a requirement of your job. You should contact our office by phoning 608-246-6003.

In the event you make up the missed class work with students by achieving the class session's outcomes in some alternative way (an approved out of class assignment [see #3 below], a pre-scheduled class visit to the library for a presentation, etc.), then your pay will not be affected for such an absence. If your absence requires that a sub be secured and paid, then your absence will be reported to payroll with the appropriate leave identified (Sick Leave, Unpaid Leave, Jury Duty leave, etc.). This could result in your pay being affected (depending upon the type of leave taken).

Here are guidelines for part time faculty absences from teaching:

1. Notify the School of Business and Applied Arts office anytime you miss a scheduled class session by calling 608-246-6003. It is important that you call this number. Other phone numbers or emails may not get attention if someone in the office is absent that day.
2. Complete an Absence Report form for reporting leave without pay and return it to the School of Business and Applied Arts office. If the absence is for sick leave, you are now required to report this through the on-line time reporting system through Inside MATC. Instructions for this on-line system are located under “T”, Time Entry Training, from Madison College’s home page. This must be reported in the system and saved by 9 p.m. on Monday of the following work week.
3. Either plan on a substitute or arrange an outside assignment/activity to accomplish the missed class session’s learning objectives and notify us of the plan prior to the absence for approval (this notification requires a brief one-or-two sentence description of the plan).
4. If you miss two consecutive class sessions (or more), we expect that you will arrange for a substitute teacher to conduct the class. You will be responsible for providing the sub with information regarding how the missed class outcomes will be accomplished.
5. If you miss two consecutive class sessions (or more) but believe that alternate assignments can work that don’t require a substitute teacher, we expect a detailed lesson plan that identifies how the missed class outcomes will be accomplished by the alternate assignment. The more detailed plan is necessary to insure that consecutive absences can be reasonably overcome without subs.
6. If you experience extended or multiple absences, we expect that you will work with us to develop a plan for the class that may include one or more substitute teachers.

If you have any questions about this required process, please let us know. Madison College want to be fair and reasonable, and we want to follow a consistent practice.