In every case of an instructor absence, it is required that you contact the A&S office. If the absence is planned, please notify us before the absence occurs. If the absence is unexpected, please notify us as soon as possible. This notification is critical for us, and it is a requirement of your job.

GUIDELINES

1. **You must contact the A&S main office anytime you will miss a scheduled class session by calling (608) 246-6246.** It is important that you call this number. Personal phone numbers or emails may not receive the immediate attention or action necessary to post a class in time.

2. **Email your students** if you will be absent. Many people now have email access on their cell phone and by notifying students in a timely manner, it may save them a trip.

3. For a pre-planned absence, you may arrange for a substitute. Each department has their own practice for securing subs, find out the practice in your department. When in doubt, contact the A&S office. **It is your responsibility to let us know you need a sub** (and the details of your class- and to provide a plan if possible). If your absence requires a sub be secured and paid, it must be reported to payroll with the appropriate leave identified (Sick Leave, Unpaid Leave, Jury Duty, etc.) and could result in your pay being affected.

4. Or, as a part-time instructor, you may **obtain pre-approval for an alternate out-of-class assignment.** This could include a take-home test, online assignment, visit to the library for a presentation, etc. This request requires a brief one-or-two sentence description of the plan in an email to your supervisor. If approved, your pay will not be affected because you will have arranged alternative ways for students to meet the outcomes of the course on those days.

5. **Complete the appropriate Absence Report.** For Leave w/o Pay, a paper absence form will be required. For Sick Leave, you will report this through the college’s **Time & Labor Reporting System.** Instructions for reporting time are located under “T”, Time Entry Training, from the college’s home page. Your time must be entered in the system by 9pm on Monday of the following work week. If your absence is pre-planned and an alternate assignment has been approved, no deduction in pay will occur, but you still need to inform our office of the absence.

6. 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 class outcomes will be accomplished.

7. 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 ensure consecutive absences can be reasonably overcome without subs.

8. If you experience extended or multiple absences, we expect 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 contact the A&S office. We want to be fair and reasonable, and also follow a consistent practice.