Subject: Absence of Instructors from Classes  
Board Policy Reference: DEC (LOCAL) Compensation and Benefits – Leaves and Absences

ABSENCE OF INSTRUCTORS FROM CLASSES

Planned Absence

When faculty members must be absent from class, they need to contact their immediate supervisor to inform them of the arrangements the faculty member has made to cover their classes. If a substitute faculty member is employed, it is the responsibility of the faculty member’s supervisor to process, assign, and make pay recommendations on substitutes to the appropriate Dean or the Provost.

Unplanned Absence

When faculty members are absent from class due to an unexpected circumstance, they need to contact their immediate supervisor as soon as possible so the supervisor can arrange to cover their classes.

Students are required to wait for an absent faculty member for a period of fifteen (15) minutes. If, after that time, the faculty member has not arrived or the class has not been notified of a faculty member’s late arrival, class members may be excused for the remainder of the period without penalty. Such occurrences should be reported to the appropriate immediate supervisor, Dean, and to the Provost to ensure that the reason for the absence is effectively addressed and resolved.