



PROCEDURE

Policy Name:	Absentee Instructors
Policy Number:	4510
Applicable Code/Law:	N/A

Procedural Guidelines

1. Instructor shall notify division chairman as soon as aware of anticipated absence from the classroom, whether several days in advance or on the morning of the absence.
2. Division chairman or designee will make a reasonable effort to provide a substitute.
3. In the event of an extended absence, the division chairman will make a reasonable effort to engage a substitute for that given length of time.
4. Wages may be paid to a substitute out of part-time budgeted funds and be properly reported.