

<b>ABSENCE</b>
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<b>3100</b>
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1. When an absence is necessary from any class or other assignment, the instructor must report to the Vice President/Assistant Superintendent, Instruction, or administrator in charge as soon as possible prior to the absence and make arrangements to ensure that all obligations will be met.
2. Faculty who are absent due to illness or non-industrial injury imposed by health authorities shall have no salary deduction if such absence is covered by days accumulated for sick leave.
3. Faculty absent for illness beyond the number of days accumulated for sick leave shall have deducted from their salary the amount paid to substitute faculty for those days beyond the sick leave allowance for the period of five months. (E.C. 87780)
4. A statement by a licensed physician may be required to verify an absence due to illness. (E.C. 87781)

(Revised: 1/27/75, 12/8/99)