

School of Technology

Procedures for Reporting Anticipated & Unanticipated Absences

Anticipated Absences:

- Faculty complete absence form (<http://www.eiu.edu/tech/facultyforms.php>) and submit to Chair for approval prior to the leave being taken.
- Staff complete absence form (saved in shared SOT Office/Forms folder on server) and submit to supervisor for approval prior to the leave being taken.

Unanticipated Absences:

- In addition to completing absence form upon returning to duty, **staff** must call 217-581-3226 and either talk to someone or leave a detailed voicemail about the unanticipated absence. *This call must be made as soon as the absence becomes necessary, but no later than ten minutes after the beginning of the staff member's usual start time. If extraordinary circumstances prevent this from happening, the call will be made as soon as it becomes feasible to do so.*
- In addition to completing absence form upon returning to duty, if **faculty** will be missing classes, they must call 217-581-3226 and either talk to someone or leave a detailed voicemail about the unanticipated absence, including disposition of classes. If no classes will be missed, instead of the phone call, an email can be sent to the Chair, acheney@eiu.edu and the Administrative Aide, jahendrix@eiu.edu.