

EMPLOYEE CALL-IN PROCEDURE

Related Board of Trustees Policy: BP 2.3 and 2.29

Approval: July 2012

Revision:

The College's normal hours of operation during Fall & Spring semesters are Monday – Thursday, 8 a.m. to 10 p.m., and Friday from 8 a.m. to 5 p.m. During Summer semester operating hours Monday -Thursday 7:30 a.m. until 10 p.m., closed on Friday. To fulfill its purpose and objectives, the College uses a variety of work schedules. While each Full-Time employee's work week consists of 40 hours, the employee's work schedule will vary depending upon the individual's job or job category.

If a **non-exempt/exempt** employee will be absent or tardy from work for a period of one hour or longer related to an emergency or unexpected, immediate illness, they are required to adhere to the following:

Employee Requirements

- Notify your immediate supervisor as soon as possible or practical, via phone, voice mail, or e-mail; however, notice should be given by the beginning of the scheduled workday or prior to when you are scheduled to start work. If you are unable to contact your immediate supervisor, notice should be given to your unit vice president's administrative assistant via voice mail or e-mail.
- This notification is to be used in emergency situations only when you have not had an opportunity to request leave in advance.
- Please review the college's procedures related to sick leave, annual leave, educational leave, and compensatory leave on the college's website for specifics related to requesting leave in advance.

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