

Adjunct Instructor Reporting of Absences

1. Contact the following to report your absence:
 - Department Chair or Lead Faculty
 - Building Secretary or Support (so that signage can be posted and students contacted if necessary)
2. Access the [Adjunct Instruction Absence Form](#) and complete as soon as possible.
3. Submit completed form to Department Chair within 14 days of absence for Chair signature and processing.

Please note:

If an approved plan is not submitted with 14 days of absence, a pay reduction will occur. Please remember students are not required to attend make-up sessions. However, you are to be available to assist students during these times.

Adjunct Instructor Absence Form Instructions

The form will open in Microsoft WORD.

After entering all required data (please be complete):

- Save the document under a different name to your G: drive (file, save as <name>).
- Before closing the document, go to **file**; select **send to, Mail recipient (as attachment)**; a message form will open; address the message as appropriate; add a message if you wish; **send** message.

This electronic form should be completed and forwarded to the department chair for authorization.

The department chair will forward to the appropriate dean for approval.

The dean will forward the approved document to Human Resources.