

Absences: Notifying the Office and Customers (rev. 7/20/07)

For vacation and other scheduled absences, fill out a Leave Request form and submit it to your immediate supervisor at least five work days before the absence. The supervisor will approve or disapprove the request and return a copy of the form to you within two work days. The supervisor will keep the original of the form on file for verification of monthly Leave Reports. You are responsible for notifying your support staff, colleagues and front desk staff of your vacation and other scheduled absences through direct communication and your shared Outlook calendar.

If you are unable to come to work due to illness, injury or other unanticipated reason, notify the office no later than 8:30 am by one or more of the following methods:

- Call the front desk between 8:00 and 8:30 am. The front desk staff will notify your immediate supervisor and support staff of your call.
- Call or leave a voice mail for your immediate supervisor and support staff by 8:30 am.
- Send an email message to your immediate supervisor and support staff by 8:30 am.

When you have an unanticipated absence, you are responsible for notifying participants and re-scheduling appointments or meetings with the assistance of your support staff. You are also responsible for notifying both your support staff and the front desk of changes in your meetings and appointments so that they can answer questions from participants who call the office.

You can leave a group voice mail message for the front desk staff by calling into the Voice Mail system (290-2499, *7) and leaving a message for Group 6. Do not rely on this as your primary method of notifying the office because the front desk may be very busy and the message may not be collected in a timely fashion. Or we may have substitute staff assigned to the front desk.

Immediate supervisor means:

- Director – for faculty, academic staff except Nutrition Educators, Ira and Muriel
- Assistant Director – for front desk staff
- Nutrition Education Coordinator – for Nutrition Educators, Gerri and Nathan
- Assigned faculty or academic staff – for all other LTEs, students and VISTA volunteers