Three Rivers College employees are expected to report to work whenever reasonably possible. When unavoidable absences from work occur, the appropriate supervisor should be notified in advance when possible and immediately upon return to work in cases of emergency.

There are two categories of absence: planned and unplanned.

A planned absence must be approved in advance using the approved college forms and procedures. Because these absences must be pre-approved by a supervisor, they are generally considered excused. A planned absence may be paid or unpaid.

An unplanned absence is usually an absence due to illness, injury, or emergency. In the event of an unplanned absence, an employee should contact his/her supervisor immediately. A supervisor will determine if an unplanned absence is excused, unexcused, paid, or unpaid.

If the employee fails to contact his/her supervisor regarding an unplanned absence within a reasonable amount of time or if the reason for absence is unacceptable to the supervisor the absence is unexcused and therefore unpaid. Unreported absences of three (3) per fiscal year are deemed to be an abandonment of the employees position and will be considered resignation of the employees position.

When an employee has an unplanned absence for illness or injury that lasts more than three (3) consecutive days, the employee may be required to provide the director of human resources with a medical release from the attending physician stating that the employee is fit to resume regular duties.

Note: An employee may be required to present evidence at any time, in the form of personal affidavits, physician’s certificates, or other testimonials in support of the reason for sick leave upon request of his/her supervisor or an appropriate approving authority.
Excessive Absence

Unplanned absences can occur with such frequency as to become unacceptable. A college employee who has excessive, unplanned, excused absences will be counseled by his/her supervisor, and an employee who has an unplanned, unexcused absence will be counseled by the supervisor immediately upon returning to work. Excessive absences will be grounds for review and disciplinary action up to and including termination.
TITLE:
PP 4310 Absences from College

Section: 4000 Personnel
Sub Section: 4300 Leave
Title: PP 4310 Absences from College

Associated Regulation:

References:
Supersedes: NA

Responsible Administrator: Director of Human Resources

Initial Approval: 03-25-2010
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DOCUMENT HISTORY:

03-25-2010: Initial approval of policy PP4310 Absences from College.

11-17-2010: Revision- Unreported absences in excess of three (3) are deemed to be an abandonment of the employees position and will be considered resignation of the employees position to Unreported absences of three (3) per fiscal year are deemed to be an abandonment of the employees position and will be considered resignation of the employees position.

09-21-2016: The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.