



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

Chapter 7 Human Resources

7344

AP 7344 Notifying District of Illness

Unrepresented employees shall provide notification of absence due to illness as soon as the need for the absence is known, but no later than their normal starting time, unless conditions make notification impossible. The employee will keep their immediate supervisor informed as to when the employee expects to return. Such notification can be accomplished by phone call/message or email. Such notification may also take place by text message if previously agreed to by the supervisor.

An employee absent for more than five (5) consecutive working days may be required to provide a physician's statement indicating the need for the absence and/or releasing the employee to return to work with or without any restrictions.

The employee shall accurately document their absence on their monthly absence report or work summary.

Represented employees should consult their collective bargaining agreement for notification procedures in case of illness.

Approved: October 25, 2022