



**Cochise College
District Board Policy**

Category: All Employee Groups

Policy Number: 625

Title: Absence from Duty

Full-time and part-time employees, including faculty, coaches, administrative staff, administrative support, professional staff, classified staff, and student employees, who become ill or otherwise unable to perform their duties, must report their absence to their immediate supervisor.

**Procedure 625.1
Reporting Absence from Duty**

An employee shall report an absence to the immediate supervisor a minimum of one hour prior to the start of the normal work shift in a manner as designated by the supervisor. In case of an emergency, the absence shall be reported as soon as possible.

The immediate supervisor shall ensure all compensated absences are reported to the Human Resources Office through web time entry. The immediate supervisor shall make the necessary arrangements for class coverage in the case of faculty illness to include provision for class work and assignments.