

## Emergency Absence from Duty Procedures

Occasionally emergencies occur and you may find that you need to be absent from duty for a very short time or during your conference period. Such absences must be cleared through your administrator. You are not to leave campus unless you have been authorized to do so. If a substitute is required to cover your class, there may or may not be one available. Miriam Rodriguez might be able to assign someone if a substitute happens to have conference during the time that you need. If not, an administrator will need to be advised and a plan of action will be created at that time.

In any case, an Emergency Absence From Duty Form will need to be filled out, signed by your administrator or their designee, and given to Anna Gonzales in the front office before you may leave.

### Emergency Absence From Duty Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Describe the emergency that will cause you to miss duty: \_\_\_\_\_

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Estimated time you are leaving: \_\_\_\_\_ Estimated time you will return: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Front Office with Anna Gonzales**