PROCEDURES FOR FACULTY ABSENCE

Request for Permission to be absent from:
Regular Duty (Sick, Personal, Bereavement, etc):

Submitting a Request Prior to or the day of your absence requires:

1. **ENTER YOUR ABSENCE ELECTRONICALLY ON E-TIME SHEETS.**
   Link is on the ICC Webpage under the employee tab or at: [https://eservices.minnstate.edu](https://eservices.minnstate.edu) Log in using your Star ID and Password Select ETimesheet ; Click green “NEW REQUEST” button and complete and submit the request. **NOTE:** if you are taking Personal Leave, send the Provost/Chief Academic Officer (Bart Johnson) an email at least 3 days prior to your absence indicating the dates of your leave.

2. **SEND EMAIL TO ABSENT@ITASCACC.EDU REGARDING YOUR ABSENCE AND REQUEST THAT YOUR CLASS (ES) BE POSTED, IF APPLICABLE.**
   Include:
   - The type of leave that you are taking
   - List the class(es) you’d like cancelled and the day/time/location where each class(es) meets.
   - Indicate if any of your classes are ITV or Telepresence so off-campus sites can be notified.

   You may send an email for the following types of leave taken (Personal, sick, jury duty, military, and bereavement). If you have an 8am class, you **MUST** email prior to 7:30am on the day of your absence.

3. **POST YOUR ABSENCE TO YOUR INDIVIDUAL D2L COURSES.**
   The Academic Affairs Coordinator or designee will post the classes on the ICC Webpage and the general D2L platform.

**REQUEST TO BE ABSENT ON CAMPUS BUSINESS FORM:**
The paper leave form for “Request to be Absent on Campus Business” is in the online employee handbook and should be completed when you are remaining in payroll status but putting in your hours at an off-campus location (attending a conference or meeting, recruiting trip, etc):

The completed slips should be submitted at least 3 days prior to the date of your absence and should be sent to Jill Day, Administrative Assistant to the Provost, for processing.

** If your travel requires you to leave MN or border communities, an OUT OF STATE travel form is needed in addition to above form. Both forms should be approved PRIOR TO MAKING ANY TRAVEL ARRANGEMENTS

ICC is an affirmative action, equal opportunity employer and educator this document is available in alternative formats upon request, by contacting Disability Services, ann.vidovic@itascacc.edu or 218-322-2433. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service. © 2013 Itasca Community College

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