

From the Bylaws of the Board of Regents:

Section 5.16 Temporary Absences. All absences of members of the teaching staff or other academic employees shall be reported to the dean or director. All absences extending over more than three weeks at any one time must be reported to the Executive Vice President for Academic Affairs.

Further information related to specific types of absences can be found in the Standard Practice Guide.

| <u>SECTION</u> | <u>TITLE</u> |
|-----------------------|----------------------------------|
| 201.11-1 | Sick Leave Plan |
| 201.29 | Jury and Witness Pay |
| 201.30-1 | Leaves of Absence without Salary |
| 201.64-1 | Vacation |

This form is required if absence is covering at least one working day.