



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Absence of an Instructor from Class**

**Page 1**

**Implementing Procedure For Policy # 4.08**

**Date Approved: 12/07/04**

**Division: Academic Affairs**

**Date Revised: 04/07/21**

**Absence Because of Illness or Emergency**

- If an instructor must be absent from their class (es) due to an illness or emergency, they must notify their immediate supervisor or designee by phone as soon as possible as to the duration of the absence.
- If possible, the instructor should provide his/her immediate supervisor or designee with a lesson plan and/or student assignments for all courses affected by the absence.
- The immediate supervisor or designee will make necessary arrangements to ensure class coverage and/or notify students.
- Class cancellation should be a last resort.

**Anticipated Absences - College Field Trips, Concert Tours, Student Competitions, Conferences/Seminars/Workshops, Personal Reasons, Jury Duty, Etc.**

- As soon as date of absence is known, the instructor should notify their immediate supervisor and the appropriate Dean, Director or Instructional Manager as to duration and purpose of absence.
- The instructor will assist in designating a substitute for the duration of the absence. The substitute may be a colleague. The substitute must be approved by the appropriate Dean, Director or Instructional Manager.
- The instructor will provide lessons and/or student assignments for the duration of the absence.

Instructors should refer to Policy #6.14 for specific information regarding leave usage.

\_\_\_\_\_  
Vice President, Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by President

\_\_\_\_\_  
Date

