

### **Faculty absence and class cancellation:**

All class meetings must occur at the time and place indicated in the approved course schedule. Some laboratory activities may be held in variable locations around campus. Exceptions must be approved as outlined below (additional detail found here: <http://hr.unl.edu/policies/leaves/>).

In all instances, requests to cancel classes must be approved by the division chair. Approval to cancel more than 10% of the classes in any given course must be secured from the Dean. Faculty anticipating a need to cancel more than 10% of the classes in any given course are encouraged to develop a plan at the beginning of the semester outlining the need to cancel the classes and explaining strategies to be employed for addressing student learning needs.

1. Faculty sick leave - short term (fewer than three days)

Twelve-month faculty are required to record all illness or other absence qualifying as sick leave (for example, doctor office visits) through the online Firefly system <https://firefly.nebraska.edu/irj/portal/>. Faculty are responsible for also informing their direct supervisor.

Nine-month faculty unable to perform their duties because of illness or other absence qualifying as sick leave (for example, doctor office visits) must inform their department office and make provisions for course responsibilities. For planned absences, discussion should occur with the department office prior to the absence. For unplanned absences, the department office should be informed as soon as reasonably possible.

2. Faculty sick leave - long term (longer than three days)

Faculty requiring sick leave for a duration longer than three days should contact the human resources office (Jan Gilbert, 308-367-5252, [jgilbert2@unl.edu](mailto:jgilbert2@unl.edu)) to discuss compensation and documentation requirements as well as other procedural requirements. The Family Medical Leave Act of 1993 (FMLA) is a federal law that provides eligible employees with leave for certain family and medical reasons.

3. Funeral leave

In the event of death within the immediate family, a regular employee may receive paid leave of up to five consecutive workdays, depending on need and subject to the approval of the department. In the event of death of friends or other persons not defined as immediate family, paid leave of up to one full day may be granted at the discretion of the department. Employees may use family/medical leave upon the death of an immediate family member. Twelve-month faculty/administrators input their leave to the Firefly system. Direct supervisors should also be notified. Nine-month faculty report/coordinate their leave with their division chair by providing the attached form for approval. This form is also found on the Common under NCTA Forms > Faculty Absence Form.

4. Faculty professional development – Appropriate travel documentation must be processed through SAP Concur and approved by the division chair (or dean for division chairs) prior to travel.

Leave reimbursement procedures: Faculty who are absent for professional reasons must submit the appropriate travel requests for proper reimbursement. It is the faculty member's responsibility to

obtain the receipts for registration, motels or other written documentation with the individual's name on the receipt. State purchasing requirements do not allow credit card receipts of charges, receipts showing several names or plain paper receipts without letterhead labeling. Cost of meals are allocated based upon time of departure and arrival. See the business office for specific time requirements. Reimbursement request must be routed and approved in the SAP Concur system no later than 60 calendar days after the final day on which expenses were incurred. This State of Nebraska statutory requirement (<http://nebraskalegislature.gov/laws/statutes.php?statute=81-1174>) cannot be waived.

5. Field trips – Field trips may be planned during class time with division chair approval. Appropriate travel documentation for field trips must be completed and signed by division chair.
6. Weather emergencies – faculty should not cancel class due to inclement weather situations. Closure of the college can only be from the Deans' offices. In the event of a weather situation where faculty feel it is unsafe to travel, they should contact their division chair to make other arrangements for their classes. This might include putting the day's lessons and assignments on the college learning management system (ie. Canvas).
7. Other personal leaves, other emergencies and exceptions - all other exceptions must be approved by the dean's office. Request for other personal leave should be made with the form *Faculty Absence Approval for Non-University Absences*.

