

# Absence from Classroom / Faculty

## Reporting and Notification:

1. If you plan to be absent on a given day, please notify your students through your syllabus and any other appropriate means. Make it clear whether there will be a substitute, an alternative activity, or the class will be rescheduled.
2. If you are forced to be absent due to unforeseen circumstances, please call the front desk (979-845-2125) or email Cynthia Hurt [cynthiahurt@tamu.edu](mailto:cynthiahurt@tamu.edu).
3. Please note that as full time employees of the State of Texas, faculty are subject to the rules of sick leave laid out in University Rule 31.03.02.M1: <http://rules-saps.tamu.edu/PDFs/31.03.02.M1.pdf>
  - However, because faculty are not required to be on campus daily, the request for sick days only applies to days when you will miss class due to illness.
  - For this type of absence, please submit a leave request in LeaveTraQ in the SSO System, no later than three days after the leave occurred. The HR Liaison will submit a leave request on your behalf if one has not been completed within this time frame.

## Emergency Absences:

1. Once the department is notified of your absence every effort will be made to find a replacement, or your students will be notified that class is cancelled.
2. To make substitutions easier, it is recommended that you have an emergency lesson plan easily available. Otherwise, the replacement instructor will work with review materials.
3. For more protracted absences due to illness, the department will try to find a suitable long-term substitute.

## Planned Absences:

1. If you anticipate an absence you must request preapproval in advance.
2. Please use the "Absence from Classroom" form that appears attached.
3. At the time of the request, specify what classes will be missed, and how they are going to be made up (rescheduling, substitute instructor, etc.)
4. Failure to request preapproval and/or present a plan for how to recover class time will result in denial of reimbursement funds, if such funds were requested.

Department of Hispanic Studies  
Absence from Classroom Form/Faculty

**Name:** \_\_\_\_\_

**Date(s) of Travel or Absence:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

List the classes you will be missing during your absence and provide the date and time the class meets. Include the name of the substitute who will replace you in the classroom, and a brief description of the activities planned for that day.

Class and Section	Date and Time	Substitute	Activity

\_\_\_\_\_  
Director of Lower Division Spanish Instruction  
(100 & 200 Level Courses)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head Approval  
(300, 400, 500, & 600 Level Courses)

\_\_\_\_\_  
Date

cc: Villalobos