

**CHAPTER 7: HUMAN RESOURCES  
ADMINISTRATIVE PROCEDURE NO.: 7344**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:**                    **Notifying District of Illness**

**Adoption Date:**      **September 24, 2013**

**Responsible Office:** **Human Resources**

**Policy Reference:**    **None**

Procedures regarding notifying the District of illness for bargaining unit classified employees shall be found in the California School Employees Association Chapter 581 Bargaining Agreement. Procedures regarding notifying the District of illness for faculty shall be found in the College of the Siskiyou Faculty Association/CCA/CTA/NEA Collective Bargaining Agreement.

**For Non-Bargaining Staff:**

Employees shall report their absence to their immediate supervisor as soon as the need for the absence is known, but no later than their normal starting time. The employee will keep his/her administrator informed as to when he/she expects to return.

An employee absent for more than five (5) consecutive working days may be required to present a physician's statement indicating the need for the absence and/or the ability of the employee to return to work with or without any identified limitations.

After any surgical procedure, a physician's statement indicating the ability to return to work with or without any identified limitations will be required. An employee shall not return to work until they receive notification from the Human Resources Office.