

Marin Community College District

NOTICE OF UPM/AFT UNIT MEMBER ABSENCE OR ILLNESS

TO: HUMAN RESOURCES

FROM: _____(APPROPRIATE DEAN/DIRECTOR)

DATE: _____

The following named Unit Member _____ has been determined to be absent from his/her work beginning _____.

SUPERVISOR

Please note: Absence reports for Sick Leave must be submitted to the immediate supervisor within three (3) working days* after return to duty. This is a contract requirement and will allow Human Resources to maintain accurate leave records.

A “day” is defined as any day during which District offices are open for business.

ORIGINAL TO HUMAN RESOURCES; COPY TO EMPLOYEE
