

A. Notification of all absences from campus as a result of sickness

1. Process for notifying School Office
Please let the School Office and the Director know immediately and
 - a. confirm to the School Office
 - 1) arrangements for covering class/es, office hours and advising
 - 2) emailing students to inform them of the above
 - b. if an emergency (i.e. needs action the same day)
 - 1) ask fellow divisional faculty member to post notices/email students as appropriate and also notify Office staff
 - 2) if a fellow faulty member is not available, please ask Office staff to post notices on the door

B. Notification of all absences from campus as a result of attendance at conferences, exhibition openings, delivering work to/from exhibitions, etc.

1. Process for notifying School Office if absent from class even for one session

If possible, please give a week's notice, preferably by email, to Director and confirm to the School Office
 - 1) arrangements for covering class/es, office hours and advising
 - 2) contact details for urgent issues (only for use by School Office/Director and
 - 3) emailing students to inform them of 1) – 2) above
2. If absent from campus for two days or more for conferences, exhibitions etc., even if not missing a class

If possible please give a week's notice, preferably by email to Director and confirm to the School Office arrangements for
 - 1) arrangements for covering class/es, office hours and advising; and
 - 2) contact details for urgent issues (only for use by School Office/Director)

BGSU LEAVE POLICIES

<http://www.bgsu.edu/offices/facsenate/page471.html> or Human Resources (Benefits in Brief: Full-time Faculty)

BGSU Sick Leave Policy (<http://www.bgsu.edu/downloads/execvp/file8136.pdf>) / Charter B.II.B.6
Faculty members whether on an academic year appointment of 9 months or fiscal year appointment of 12 months earn 15 days of sick leave for each year of full-time work.

BGSU Family and Medical Leave Act Policy (<http://www.bgsu.edu/offices/ohr/benefits/page11364.html>)
(<http://www.bgsu.edu/offices/ohr/benefits/page11203.html>)

Employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions. BGSU complies with the Family and Medical Leave Act of 1993. This FMLA leave runs concurrently with existing leave policies. Under the FMLA guidelines, the University will grant an eligible faculty member up to 12 weeks leave during a 12-month period. Information packets are available in the Office of Human Resources. To be eligible for Family Medical Leave, all three of the following criteria must be met:

- Worked at least 12 months for BGSU
- Worked at least 1250 hours for BGSU during the 12 months prior to commencement of leave; and
- Work at a location where BGSU has at least 50 employees within 75 miles.

BGSU Vacation Leave Policy

Faculty members with contracts for less than 12 months and those who receive time off with pay during academic recess are not eligible for vacation.