

**UNIVERSITY OF CALIFORNIA, MERCED**  
**REPORTING SHORT-TERM ABSENCE DUE TO ILLNESS PROCEDURE**

RESPONSIBLE OFFICIAL : Vice Chancellor for Administration  
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**REFERENCES AND RESOURCES:**

The following procedure supplements UC policy PPSM 2.21 Absence from work. The full policy is available at:

<http://policy.ucop.edu/doc/4010406/PPSM-2-210>

**PROCEDURES:**

Employees at UC Merced are expected to notify their supervisors in the event they will be absent for all or part of a day due to illness.

- I. Each Department/Unit/Group Lead should assign a designated contact for reports of absence, as well as a designated time of day by which reports are to be made.

For example, the Head of a Department designates that all employees in her unit are to report absences to the unit email prior to the start of an employee's work shift. Or the Head could designate that employees are to call the main unit phone number to report absences prior to the start of their work shift.

- II. Each Lead should then make readily available said designations to all employees in the Department/Unit/Group.

Posting in a common physical area or departmental share drive is recommended, **along with an initial announcement regarding the designations upon development and/or changes.**

- III. The designated contact for absences is responsible for communicating the absence to others on a need to know basis, without sharing any specifics related to the absence.

For example, the supervisor tells the other employees in the unit that Jane Doe will be out for the day without any further detail.

Requests regarding when someone will return should be answered as "we expect her return on [whatever date has been provided]," or "we expect him back tomorrow," etc.