



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Absence from Assigned Duties—Faculty

Effective Date: August 2018

TITLE: Absence from Assigned Duties—Faculty

RATIONALE: To ensure that a absenteeism from duties does not negatively impact course delivery

POLICY:

If an instructor must miss a class or other assigned duties for any reason, the instructor must seek prior approval from the Education Director by submitting a written request via email to paula.johnson@princetonrescue.com . In the case of classes missed, it is preferred that a substitute instructor be found and scheduled with permission from the Director in advance of the absence. A detailed lesson plan should be provided to the substitute instructor as provisions for the continuation of student learning during the absence. Absence because of unforeseen circumstances including illness must be brought to the attention of the Education Director at the earliest opportunity and an email submitted reflecting the disposition of classes or other assigned duties missed.

RESPONSIBLE PERSONNEL:

Education Director, Instructional faculty