PROCEDURES FOR FACULTY ABSENCE

Request for Permission to be Absent from Regular Duty (Sick, Personal, Bereavement, etc.):

Submitting a Request Prior to or the Day of Your Absence requires:

1. **Enter your absence electronically on e-timesheets.**
   - Link is on the MRC webpage under the employee tab or at: https://eservices.minnstate.edu/esession/authentication.do?viewLoginForwardName=employeeLogin&campusId=&postAuthUrl=http%3A%2F%2Feservices.minnstate.edu%2FtIr%2Fsecure%2Fhome%3Fcontroller%3Dhome
   - Log in using your start ID and password
   - Select E-time sheet under employee applications
   - Select the green “New Request” button and complete/submit the request.
   - Note: If you are taking Personal leave, send the Provost/Chief Academic Officer (Shelly McCauley Jugovich) an e-mail prior to your absence indicating the dates of your leave.

2. **Please email help@mesabirange.edu regarding your absence and request that your class(es) be posted, if applicable.** (If you need to call please call Shelly at 218-748-2416)
   - Include:
     - list the class (es) you’d like cancelled and the day/time/location where each class (es) meets.
     - indicate if any of your classes are ITV or telepresence so off-campus sites can be notified.
   - If you have an 8 a.m. class, please notify the college soon as possible on the day of your absence. (**Students travel.**)
   - Note: If you have email addresses for your students please contact them and let them know of the cancellation.

3. **Post your absence to your individual D2L courses, if applicable.**

   **Jury Duty:**
   - Please notify the Provost of this request as soon as possible. Alternate instructor may be needed dependent on term of duty.

   **Request to be Absent on Campus Business Form:**
   - The paper leave form for “Campus Business Absence Form” is on the employee resource website page and should be completed when you are remaining in payroll status but putting in your hours at an off campus location (attending a conference or meeting, recruiting trip, etc.): https://www.mesabirange.edu/staff-and-faculty/resources
   - The completed slips should be submitted of your absence to Provost, Shelly McCauley Jugovich, for processing.

   *** If your travel requires you to leave MN or border communities, an Out of State Travel form is needed in addition to above form. Both forms should be approved **prior to making any travel arrangements.**

Mesabi Range College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. This information is available in alternative format upon advance request by contacting Disability Services, k.langdon@mesabirange.edu or 218-749-7791 via your preferred Telecommunications Relay Service.

2/22/2019