

Faculty Reporting Sick Leave

- Except for emergencies, all request for sick leave which can be anticipated (hospitalizations, surgical procedures, etc.) shall be submitted in advance by completing and forwarding the Faculty Request for Leave form to the Department Chairperson and Dean.
- In emergency illnesses that require canceling of class, it is incumbent on the faculty member to notify the appropriate Dean in a timely fashion. Please report the emergency illness (if you are physically able) as soon as possible by emailing the message to:

College of Arts & Science faculty:

Dr. David White (dwhite@lhup.edu) with a copy to Chris McRae (cmcrae@lhup.edu)

College of Education & Human Services faculty:

Dr. Tom Ormond (tormond@lhup.edu) with a copy to Cherie Dolan (cdolan@lhup.edu)

**Faculty who teach at the Clearfield Campus should also email Ms. Valerie Dixon (vdixon@lhup.edu)

Faculty must complete and forward the Faculty Request for Leave form to the Department Chairperson and Dean. The form can be found [here](#):

The faculty member is also encouraged to notify the need to cancel class to (1) the Department secretary and/or Chairperson, and (2) the students through the group email feature found in class lists in CARS.

Covering Sick Leave of one week or less:

- Sick leave of one week or less are typically not required to be covered by colleagues. However, the President or his designee has the discretion to require those classes to be covered

Covering Sick Leave of more than one week:

- For sick leave of more than one week, the affected class shall be covered by hiring a temporary faculty member or assigning classes to another faculty member. In this latter situation, overload shall be paid to the extent the assignment exceeds the maximum teaching load.