

## **STAFF EMPLOYEE PROCEDURE FOR REPORTING ABSENCE**

**IF YOU ARE UNABLE TO MAKE IT TO WORK OR WILL BE LATE FOR ANY REASON,  
PLEASE USE THE FOLLOWING PROCEDURE TO REPORT YOUR ABSENCE**

1. Call the department absentee hotline at **843-2413** no later than 8:15 AM the day of your absence. In your message include the following information:
  - A. Type of leave you will be taking, such as sick leave, vacation, et cetera
  - B. Time/date of expected return
  - C. List any immediate responsibilities and/or duties that must be completed during your absence
  - D. List any individuals that must know of your absence due to appointments, meetings, work demands, et cetera
2. If there are any problems with the hotline and you cannot reach your supervisor, call the main department line at 843-7100 during work hours.

**IF FOR ANY REASON YOU UNEXPECTEDLY NEED TO LEAVE DURING THE WORK DAY OR WILL NOT BE  
REPORTING TO WORK AS YOU STATED IN YOUR MESSAGE ON THE ABSENTEE HOTLINE,  
PLEASE USE THE FOLLOWING PROCEDURE TO REPORT YOUR ABSENCE**

1. Speak to your immediate supervisor and also email [laura\\_yurco@unc.edu](mailto:laura_yurco@unc.edu)  
It is always a good idea to also send yourself a copy.  
Please include the following information in your email,
  - a. Type of leave you will be taking, such as sick leave, vacation, et cetera
  - b. Time/date when you left the office
  - c. Time/date of expected return
  - d. List any immediate responsibilities and/or duties that must be completed during your absence
  - e. List any individuals that must know of your absence due to appointments, meetings, work demands, et cetera

**ADD ABSENCE APPROVED IN ADVANCE BY SUPERVISOR  
TO THE ADMIN CALENDAR**

1. Go to [outlook.unc.edu](http://outlook.unc.edu)
2. Access the application using your onyen and onyen password.
3. In the bottom left corner, click on the Calendar icon
4. In the menu above the dates, click on the "Share" option
5. Select "Add Calendar"
6. In the Add Calendar dialog box, type CHEM in the "Name" field
7. Press your "Enter" key or click the "OK" button in the dialog box
8. Select CHEM – Admin Calendar from the drop-down list.
9. Double-click underneath the date for which you want to enter a leave notice and save.