

In an emergency, you may obtain a notification of absence directly from the Director of Student Affairs. This requires a personal contact with the director or his/her designee.

**Employees:** If it is not possible to speak to the professor(s) before the absence, you must, within a day or two Employees who miss work due to due to their own illness or to care for an ill family member should report the absence to their supervisor (Division chair or Academic Affairs Office for full and part-time faculty) and enter time in MaineStreet as soon as possible.

(Frequently asked questions regarding UMS leave policies is available at <http://www.maine.edu/fac-staff/HealthUpdate.php>)

In the case of an absence expected to last longer than 10 days or in the event of infectious communicable disease, the employee and/or supervisor should also notify the Human Resources Office.

Human Resources Telephone: 834-7844 or 834-7821 e-mail: [tamara@maine.edu](mailto:tamara@maine.edu) or [michelle.m.beaulieu@maine.edu](mailto:michelle.m.beaulieu@maine.edu)

**Students:**

Students employees should promptly report any absence from work to their supervisor. of your return to campus, carry out the consultation(s) with the professor(s) of your course(s). If you cannot contact your professor(s), you should seek out the Director of Student Affairs. It is your responsibility to set up the conferences, be familiar with the professor(s) specified procedure for makeup work and to meet the obligations and deadlines established by the professor.

**Residence Hall Students**

**If isolation is recommended by a medical provider, please contact Eric Russell (834-7665 or after hours, 834-8723) or Scott Voisine (834-7513) immediately!**