

In case of unplanned absence/emergency, the instructor is required to call the office of Instructional Support Services at (661) 763-7919 and email at [instruction@taftcollege.edu](mailto:instruction@taftcollege.edu). Please include course number, dates and times and reason in your messages.

If an 8:10 a.m. class is to be missed, please call or email Instructional Support Services between 7:30 a.m. and 8:00 a.m.

Under ordinary circumstances it is assumed that the instructor will return to his/her teaching duties on the succeeding day, unless notification is given to the contrary.

**All faculty are responsible for completing an absence report form at the end of each month. Please see Human Resources for information regarding absence reports. Absence reports can be picked up in the Instructional Support Services Office or in Human Resources.**

**Deadlines for Absence Reports to be submitted: 25<sup>th</sup> of each month**