



AP 7344 Notifying of Illness

References:

ORS 653.601 to 653.661

Employees are expected to follow established college policies to provide notice of foreseeable absences within 10 calendar days of the scheduled leave, or as soon as practical. When using sick leave for a foreseeable absence, the college expects employees to make reasonable efforts to schedule the sick time in a manner that does not unduly disrupt college operations; for example, avoid scheduling appointments during peak business hours, when work is time-sensitive or when mandatory meetings are scheduled. If the leave is unforeseeable, the employee is expected to follow established college policies and procedures to provide notice as soon as practical.

Treasure Valley Community College reserves the right to require an employee to provide written verification or certification from a health care provider for absences due to personal illness, or for purposes of the illness of a family member, which lasts more than 3 consecutive workdays. Written verification may also be requested when the college suspects an employee is abusing sick time, including a “pattern of abuse.” A “pattern of abuse” includes, but is not limited to, repeatedly using unscheduled sick leave around holidays, weekends, paydays, or vacation days. When requested, medical verification must be provided within 15 calendar days of the request by the college to the employee. Failure to provide requested verification may result in disciplinary action.

Approved: April 21, 2026