**ILLNESSES AND ABSENCES**

Employees are required to notify their immediate supervisor before the start of their work shift in the event of illness or absence. Approval must be obtained from supervisors before making plans to take vacation and Personal Preference days. Employees should try to notify their supervisor as soon as possible whenever sick time is needed.

Information regarding sick leave is available at:  *https://regulations.utah.edu/human-resources/rules/rule\_5-200A.php*

Updated: Christy Dunn

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