

**Section:** Employee/Labor  
Relations

**Section Number:** 4.1

**Subject:** Absences: Policy

**Date of Present Issue:** 09/18/95

**Date of Previous Issues:**  
03/87

POLICY:

Benefits provided to regular University employees include paid holiday, vacation and sick leave/funeral time, as well as unpaid leaves for various reasons.

All absences from employment, whether paid or unpaid, must be documented according to the Agreements between Lake Superior State University and Lake Superior State University Faculty Association, MEA-NEA, and between Lake Superior State University and Lake Superior State University Educational Support Personnel, MEA-NEA.

Absences for Administrative/Professional staff will be documented as outlined in Procedure [4.1.3](#).