

**BLACK HILLS STATE UNIVERSITY**  
**Policy and Procedure Manual**

SUBJECT: Absence from Class Including Weather and Faculty Sick Days  
NUMBER: 2:3

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Office: Office of Academic Affairs  
Source: [BHSU Faculty Handbook](#)

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1. Purpose

This policy sets forth the process for absence from class and sick days for BHSU faculty.

2. Policy

- a. Faculty are expected to meet with their classes during the scheduled time. It is not permissible for faculty to cancel class, to extend spring break, or cancel the class days prior to Thanksgiving.
- b. In rare situations due to illness or conference travel, a faculty member may need to miss a class. In these instances, faculty are required to inform their school chair and the college office of their absence from class. The college office is responsible for posting the notice of the class cancellation.
- c. The faculty must notify their chair and the college secretary before 8 a.m. to cancel class due to illness; and at least a week prior to cancelling a class in the event of planned conference travel.
- d. Weather related cancellations are official notifications delivered by designated University personnel via the emergency alert system, phone, email and text message. Faculty do not make independent decisions about cancelling classes due to weather. A faculty member will communicate with the school chair regarding travel during inclement weather to Rapid City. Faculty should bear in mind that cancelling a class at BHSU-RC is more significant as it is synonymous with canceling a full week of classes. Whenever possible, if travel to Rapid City is not recommended a class experience should be delivered via D2L or Zoom. If the only option is to cancel a class due to weather, the school chair will communicate with the Rapid City Director.

- e. If requesting sick leave, a leave request through the electronic leave request system must be submitted and completed upon return to work and prior to submitting your leave report for the pay period in which the leave was utilized.
  - f. Benefit-eligible faculty earn 9.34 hours of sick leave per month while on contract, and when not used, these hours accumulate. For additional information, contact the Department of Human Resources at 605-642-6549.
  - g. The process of tracking and granting sick days/absences from class is managed at the direction of the College Dean.
3. Responsible Administrator

The Vice President for Academic Affairs, or designee, is responsible for the annual and ad hoc review of this policy. The University President is responsible for approval of this policy.

SOURCE: Approved by President Laurie Nichols on 5/4/2020.