

To all OEC faculty and staff:

This is a reminder to please let us know if you will be absent by calling our absence line at 1-714-628-5917. When calling in for the use of Personal Necessity (PN), please leave general information about the reason for your absence. Administration simply needs enough information to ascertain if the situation allows for the use of PN.

Keep in mind that **the Absence Line is the only legitimate number to report an absence.** In addition, faculty assigned to a site other than the OEC should also contact the work site as a courtesy to inform someone of their absence.

It has come to my attention that some faculty and/or staff are calling different numbers to report absences. When this takes place, we have no way of making the necessary accommodations to properly serve our students. In addition, some faculty/staff leave voice messages in voicemail of staff who also happen to be absent and administration never receives word that the staff member is absent so we consider the staff member to be AWOL (absent without leave).

I have asked the deans to personally contact individuals who call a number other than 1-714-628-5917 to report an absence in the hopes that we can soon have everyone use the system that we have established.

Thank you for your cooperation.