

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.

Following the above procedure will assist us in making the necessary accommodations to properly serve our students.

Thank you for your cooperation.