

## Protocol for Instructor Absences

Concordia prioritizes the provision of in-person instruction except for courses that have been officially designated as remote, blended or online (through e-Concordia).

The university recognizes that different situations may arise in any given semester that may result in an instructor needing to be absent from campus, for short or long periods, including illness, emergency care provision, or other unforeseen, unavoidable and urgent situations. The protocol below is intended to provide guidance to all instructors (full-time, part-time, and reserve), department chairs, area heads, program directors, course coordinators, etc. as appropriate. It replaces the *Protocol on Absenteeism* dated July 2022.

### IF YOU CANNOT TEACH DUE TO ILLNESS

In all cases, inform your students immediately and keep them updated. Inform your Chair and Department Administrator, and the Course Coordinator if this is a coordinated course. Provide an anticipated date for your return to work when possible, and keep your Chair regularly apprised of your situation.

- For absences of up to one week, replacement of course content is at your discretion (or that of the Course Coordinator in the case of coordinated courses). See the next bullet point for options to replace content. If there is a course coordinator, strategize with them as appropriate.
- For absences of up to one additional week, replacement of course content is required. Consult with your Chair, Area Head and/or Course Coordinator about how you will make up content. Options include:
  - a. Developing asynchronous content (recorded lectures, activities etc.) that students can do on their own time during the remainder of the semester. This can be prepared when you are well enough.
  - b. Asking the Chair if it is possible to schedule a make-up class (coordination across courses will be required).
  - c. Inquiring, via the Chair, if any full-time colleagues are available to deliver a guest class on content related to the course topic.
  - d. Sharing pedagogical materials if the Chair decides, in consultation with the Dean's Office, that the best course of action is to hire a replacement instructor to deliver one or more classes.
  - e. Teaching your class synchronously on zoom if you are well enough to do so. This requires the express permission of the Chair, who will also inform the Associate Dean of Faculty Relations. Ensure that your students know that the classroom remains available if they require space to zoom on campus and that additional space is available in the library.

- If you cannot teach at all for more than 2 consecutive weeks, or if you anticipate that this will be the case, apply at the earliest possible time for medical leave.
  - Send an email to [medicalabsence@concordia.ca](mailto:medicalabsence@concordia.ca) and request the form “Attending Physician’s Statement” to start your claim for paid medical leave. A doctor’s note and/or appropriate medical documentation will be required.
  - Inform your Chair immediately that you are ill and cannot teach your class that week, and that you are waiting to hear from HR about medical leave. The Chair will liaise with the Dean’s Office as necessary to find a replacement instructor. If your application is approved, you will be placed on leave and replaced as the instructor of the course for the required period.
- If a short-term illness requires you to be out of the classroom for more than two weeks but you are able and willing to teach remotely:
  - Remote teaching accommodations will only be considered in exceptional cases where courses taught by the instructor are suitable for remote instruction *and* where a supported medical condition of finite duration results in restrictions and limitations that cannot be met in any other way.
  - Decisions will prioritize program needs and the provision of quality education.
  - Send medical documentation to [employeeaccommodation@concordia.ca](mailto:employeeaccommodation@concordia.ca) and inform your chair, who will determine how best to staff your class in the interim. The employee accommodation team will assess your request in conjunction with the Office of the Provost, which will consult with your Associate Dean and Chair. The medical documentation must clearly state and explain your physical restrictions, and should not simply recommend remote teaching.
  - If remote teaching is approved as an accommodation, the Chair will notify your students.
  - Keep your students and your Chair abreast of developments and inform [medicalabsence@concordia.ca](mailto:medicalabsence@concordia.ca) and your Associate Dean of Faculty Relations, when you return to the classroom.

## IF YOU CANNOT TEACH DUE TO AN EMERGENCY

- For absences of one class per course, inform your students, your Chair, the Department Administrator, and the Course Coordinator of any coordinated courses. Provide an anticipated date for your return to work, and keep your Chair regularly apprised of your situation.
- If your absence will extend beyond one class per course, request a compassionate leave.
  - Full-time faculty and visiting or in-residence appointees apply by emailing their Dean.
  - Part-time faculty and reserve instructors (graduate students, adjunct and affiliate faculty, and post-doctoral fellows) apply by emailing their Chair.
  - Stipulate if any days have already been missed, as these may be incorporated into the leave.
- The provisions for replacing course content are the same as in situations of illness:
  - For absences of up to one week, replacement of course content is at your discretion (or that of the Course Coordinator in the case of coordinated courses). See options a) to e) on the previous page for ways of replacing content. If there is a Course Coordinator, strategize with them as appropriate.

- Replacement of content is required for any absences extending beyond one week. Options a) to e) above apply. Consult your chair.

## IF YOU CANNOT TEACH DUE TO AN EXCEPTIONAL RESEARCH OBLIGATION

Research-related absences are exceptional and are normally supported only for full-time faculty members whose workload includes the expectation of research and Consult the Provost's memo on ***Absence from campus by full-time faculty members***, distributed annually by your Department.

If you are a graduate student presenting at a conference related to your thesis research, consult your Chair.

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### **MEDICAL LEAVE**

All instructors (including reserve instructors) are eligible for paid medical leave. For questions about the benefits during medical leave and for the periods that apply, you can contact [medicalabsence@concordia.ca](mailto:medicalabsence@concordia.ca).

### **COMPASSIONATE LEAVE**

All instructors (including reserve instructors) are eligible for paid and unpaid compassionate leave, the conditions of which depend on your collective agreement and applicable legislation. For questions about compassionate leave conditions that apply to you, contact [labour@concordia.ca](mailto:labour@concordia.ca).