Human Resources Illness Notification

Effective 9/15/09

Supervisors are to notify Human Resources daily of absent employees due to illness within their departments.

Notification Procedure:
1. Email Human Resources at HRD@hagerstowncc.edu
2. In the subject line, type “Illness Notification”
3. Provide the following information:
   a. Name of absent employee
   b. Department

Please be aware that the name of employee will be kept confidential and this information will only be used for reports to the President’s Office.

Please contact Human Resources if you have any questions.

Thank you!
HR