

Year 2 Absence Guidelines

- **UNPLANNED** absences for **REQUIRED** activities: (illness, emergencies or late arrivals)
 - Call 217-545-SICK (7425)
 - Leave a detailed message with your name, best means to contact you, and what activity you will be missing (tutor group, PDL activity, etc).
- **PLANNED** absence from a **REQUIRED** activity:
 - Complete the online Planned Absence REQUEST Form: [Time Off Request Form \(new version\)](#)
 - After submission of form your point of contact for the approval of your request will be the Y2 Coordinator. They will coordinate the approval process and notify you of the result.