

Reporting Faculty Sick Leave

Office of Faculty Affairs

A faculty member is responsible for immediately reporting an absence to the department chair or appropriate administrator, and, upon returning to campus, promptly complete, sign, and return the absence form to the appropriate administrator. The faculty member may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave. A faculty member is normally not required to provide such a statement or verification for an absence of three (3) consecutive days or less charged to sick leave.

Sick leave is charged for each academic work day from the onset of the illness/incapacity until the faculty member is available to return to work, whether or not he/she has assignments that day. Report sick leave only for those days the faculty member was not available to work at all (do not report partial sick days). Full-Time faculty are to be charged 8 hours for each academic work day they are not available to work. Part-time faculty are to be charged pro-rata (8 hours times their timebase) for each academic work day they are not available to work. Faculty are not to report sick leave for days on which they were able to fulfill part of their employment obligations. (CBA, Article 24)

	Monday	Tuesday	Wednesday	Thursday	Friday	Report Sick Leave as Follows:
EXAMPLE # 1 (Full-time)	Class #1	NO	Class #1	NO	Class #1	Charge 8 hours of sick leave for each day not available to work (Monday through Thursday = 32 hours)
	Class #2	CLASSES	Class #2	CLASSES	Class #2	
	Class #3		Class #3		Class #3	
EXAMPLE # 2 (Full-time)	Class #1	NO	Class #1	NO	Class #1	Charge 8 hours sick leave for Tuesday only. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
	Class #2	CLASSES	Class #2	CLASSES	Class #2	
	Class #3		Class #3		Class #3	
EXAMPLE # 3 (Part-Time)	NO	Class #1	NO	Class #1	NO	Do not report any sick leave for this person. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
	CLASSES	Class #2	CLASSES	Class #2	CLASSES	
EXAMPLE # 4 (Part-Time, 6/15 timebase)	NO	Class #1	NO	Class #1	NO	Charge sick leave for Wednesday only on a pro-rata basis (8 hours times the individual's timebase). This individual would report 3.2 hours of sick leave for Wednesday ($8 * 6/15 = 3.2$ hours) unless he called in to say he was available to work on Wednesday.
	CLASSES	Class #2	CLASSES	Class #2	CLASSES	

 = Time Period Faculty Member Was Out Sick.