
Absence of Instructors from Class(es)

POLICY STATEMENT

The instructor is responsible for meeting all classes as scheduled during the work week, unless classes have been officially dismissed by administrative authority. In the event that illness or personal emergency requires an instructor to be absent, the instructor will notify the Division Dean/Associate Dean/Program Director/Department Chair immediately. Special arrangements will be made to cover classes, including the use of qualified substitutes, as deemed necessary by the Division Dean/Associate Dean/Program Director. The Vice President for Instruction and Student Development or designee establishes the criteria and procedures for hiring substitute faculty, credentialing substitute faculty, and compensating substitute faculty.

PROCEDURE

An instructor who is absent due to illness or personal emergency must complete an official absence report. A doctor's statement or medical release may be required for any absence. Any extended absence must be documented and approved through the appropriate policy and procedure directed by the Human Resources department.

Full-time faculty members earn ten days of sick leave per year. Up to 3 days of sick leave can be used as personal days. Approval of personal days must be granted in advance by the instructional supervisor and is approved at the convenience of the college. All personal days are deducted from sick leave accruals.

Faculty do not accrue vacation time.

Full-time faculty will be granted up to five days leave with pay for bereavement in the event of death in the immediate family. This time will be in addition to, and not deducted from, sick leave time.

Adjunct faculty do not accrue vacation time and are not eligible for bereavement leave.

Adjunct faculty are eligible for sick leave ([Sick Leave Policy 2.11](#)).

Adjunct faculty with insufficient sick leave accrual will have \$20.00 per class hour deducted from compensation.

Recordkeeping:

To accurately report hours, both Full-time faculty (via time sheet) and Adjunct faculty (via Faculty Absence Report) shall submit documentation that adjusts hours from workload requirements (teaching, office hours, required meetings) for hours not worked.

[Faculty Absence Report/Substitute Pay Request](#).

RELATED INFORMATION

[Sick Leave Policy 2.11](#)

POLICY HISTORY

Adopted 04/08/2003

Revised 05/04/2018
