FACULTY SICK LEAVE AND TIME REPORTING

Effective Date: August 8, 2018
Authority: Dean

POLICY STATEMENT
The college recognizes, respects, and acknowledges that faculty are not regular hourly employees and often have schedules that fall outside an ordinary 40-hour workweek schedule. However, if an employee is unable to perform her or his assigned duties, is unable to attend meetings, is unable to hold office hours, or is unable to conduct classes as assigned for reasons covered under appropriate and authorized use of sick leave, then the employee is required to report such time on the Leave and Pay Exception Report (LAPER).

PURPOSE
Sick leave must be reported and shall be authorized for the following (Collective Bargaining Agreement, 17.8(2)b):

1. The employee's personal illness, exposure to a contagious disease that would endanger others, or disability where the employee is unable to perform his/her assigned duties.
2. The employee's personal appointments with a health care provider.
3. The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse and dependents living in the household.
4. The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick leave for the death of a member of the employee's immediate family shall not be unreasonably withheld.

PROCEDURES
Any faculty member who:

1. due to personal illness or injury or the illness or injury of a member of her or his family misses a class, meeting, office hours or other work-related duty for which the faculty member would be expected to be on campus or performing her or his duties in “virtual” space must report such time on LAPER during the appropriate reporting period.
2. is hospitalized and is unable to perform work-related functions and is unable to attend classes, meetings and office hours as scheduled or that may be scheduled during that time is required to report the entire 8-hour time period for each day of hospitalization.
3. is a 9-month faculty member on contract during a summer term and is hospitalized and/or who misses a class, meeting or office hours due to illness or injury is required to use sick leave. However, if the faculty member is not on a supplemental agreement in a summer term, use of sick leave is not required.
Other considerations permit the use of sick leave as appropriate (e.g., a 12-month faculty member who is on annual leave but who is ill or hospitalized during all or part of that time may substitute the use of sick leave for annual leave). All previous considerations regarding use of sick leave time are contingent upon the accrual of sufficient sick leave time to cover absences (HR Sick Leave information). If an employee has exhausted all sick leave time, unpaid or alternate leave time, if available, may be used as appropriate and with proper authorization. Absence covered under ADA and FMLA are subject to guidelines as published in appropriate documentation that exceeds the scope of this policy.

Approved by:
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8/13/18