

## FACULTY ABSENCE

1. Faculty members are not always required to work the full day on campus, but they must be available during regular hours on all contracted days, unless they have an adjusted schedule (approved by the Dean) due to night or weekend classes.
2. All faculty members must be present on the first contract day of work each August and each January, on All College Day in August, on All College Planning Day in January and at Graduation in May of each year. Requests for exceptions should be made to the Dean and are subject to appropriate administrative approvals.
3. Paid leave for full-time faculty can only be reported in 4 hour increments.
  - a. On contract days with no scheduled class meetings:
    - i. If the faculty member is unavailable, their Dean must be informed of the absence, but no leave form is required.
    - ii. If a faculty member misses work on a day that he/she has no scheduled class meetings, but does have scheduled meetings and/or office hours, the faculty member will be required to take leave in four hour increments, unless the meetings can be rescheduled and the Dean approves rescheduled office hours.
    - iii. If the Dean requires that faculty members be on campus, but a faculty member is unavailable, the faculty member will be required to take leave in four hour increments for the time he/she is unavailable.
  - b. On contract days with scheduled class meetings:
    - i. If a faculty member misses class and does not otherwise report to campus for the entire day, the faculty member must complete a leave form for the entire day OR must receive Dean and VP/P approval to make up the time by completing an approved project.
    - ii. If a faculty member misses classes, but reports to campus for some portion of the day, the faculty member must complete a leave form for four hours.
    - iii. Faculty members may not hire and pay their own substitutes. Substitutes must be employed by the College and approved by the Dean. Full-time faculty may substitute on a professional courtesy basis (without pay), but this does not affect the requirement of the faculty member missing class to complete a leave form as outlined above.