Faculty Leave and Substitute Pay FAQ

1. I was out sick for one day. I am a full time faculty member. On that day I teach a two hour regular load class and a two hour over-load class. I missed four hours. However the system is showing that I am being charged 16 hours of sick leave time. That can’t be correct.

There are a couple of key concepts that need to be taken into account to understand why this is correct:
   a. Each full day of teaching is equal one eight hour day. Section 16.3 and 16.16 of the Faculty Agreement state that a full day (eight hours) is when all scheduled classes are missed. In the case of partial day absences, the Appendix F chart is used to determine the hours to be deducted.
   b. Full time Faculty who are teaching over-load classes have additional sick and personal leave banks for their over-load classes.
   c. Regular load teaching days only look at regular load classes. In this case the two hour regular-load class is equal to an eight hour day which is charged against the regular-load sick day leave bank.
   d. Over-load teaching days only look at over-load classes. In this case the two hour over-load class is equal to an eight hour day which is charged against the over-load sick day leave bank.

In summary, the over-load assignment effectively doubles the amount of leave earned by an instructor. This is due to the fact that regular-assignments and over-load assignments are evaluated and charged as if they occurred on separate days. The leave is being earned and used in eight hour chunks for each type of assignment.

2. I submitted a leave report that was listed on my home page as “Awaiting Division Approval” and then it disappeared. Where is it?

Look at Report History. Most likely the Division “Rejected” the report. You should have received an e-mail explaining why it was rejected. If you feel it was rejected in error, contact your Dean.

3. How will I know that a leave report has been approved and sent to Payroll for processing?

Your leave report “Home” page will display the status of your report. The statuses include

4. I teach only on-line classes. Do I need to submit a leave report?

Only if you are unable to teach your class. Experience tells us that most online instructors are never absent and never require a substitute.

5. I am going to be absent for more than two weeks. The system will not let me enter a leave report. What should I do?

Please contact your division Dean in order for the proper arrangements to be made to handle your situation.

6. I was absent, but I did not get a substitute. Do I still need to report the absence?

Yes.

7. I missed Opening Day or another Flex Day. How do I report it?

Notify your division Dean who will report your absence to Payroll.

8. I don’t like computers. Can I still use the paper form?

No. As of April 1, 2013 the paper form will no longer be accepted.