

## 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.