

**From:** Chien Shih

**Sent:** Wednesday, June 26, 2013 5:20 PM

**Subject:** Important - for part time faculty reporting leaves during the finals week and opening day

**Importance:** High

Dear Deans and Part Time Faculty:

There is currently no provision in the on-line leave reporting system for reporting leave during finals week or during opening day in September.

Because these are not part of the normal course scheduling activities in the Banner system, it is difficult for us to make inference, or “program” this in as part of the leave selection process.

If you have to take leave of absence during finals week or opening day, please report this as exceptions and you need to manually fill out the online leave exception form from the District HR web page below:

<http://fhdafiles.fhda.edu/downloads/hrfhda/FacultyLeaveExceptionForm.pdf>

To pay the substitutes for the special situations mentioned above, please use this form:

<http://fhdafiles.fhda.edu/downloads/hrfhda/SubstituteRequestforPay.pdf>

Thank you!

Best regards,

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IDCard/Student Print Project – Student ID Card and Pay to Print Project  
Project web site: <http://ets.fhda.edu/idcardproject>

Installment plan and Pay to Stay  
Project web site: [http://ets.fhda.edu/pay\\_to\\_stay](http://ets.fhda.edu/pay_to_stay)