

Leave Report

16.36 It shall be the responsibility of each faculty employee to notify his or her Division Dean or appropriate administrator when a leave is needed. Within 10 school days after returning from an absence each faculty employee shall sign and file a leave report for the absence, either via paper copy (provided by and submitted to the Division Dean or appropriate administrator) or through the District Portal, in accordance with whichever procedure is required by the District.

16.36.1 In some cases, the Division office may initiate the leave report but such a leave report shall be subject to review by the faculty employee who may revise and re-submit the report before final District action is taken on the leave report, provided that the faculty employee revises the report by the appropriate deadline; i.e., within: (a) 10 school days after returning from an absence; or, (b) five school days from the date of a report initiated during the 10 days following an employee's return from absence. For example, if the Division office initiates a report on the eighth day following the faculty employee's return, the faculty employee will have a maximum of 13 school days after the employee returns from absence. If the faculty employee fails to provide a revision by the deadline, the Division-initiated leave report shall be deemed to be accepted without change by the faculty employee.

16.37 The leave report shall be on forms provided by the Board and shall reflect all hours of absence and the dates on which they occurred.