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| Title         | Reporting Faculty Absence and Leave Time                  |
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4.7.1P  
REPORTING FACULTY ABSENCE AND LEAVE TIME  
ADOPT: FEBRUARY 13, 2007  
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AFA Articles 18 and 29

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## I. REPORTING AN ABSENCE

All faculty (regular and adjunct) shall report an absence whenever they will not be present to conduct class or meet work obligations for any reason. A Notice of Absence (NOA) needs to be generated except for absences due to college business. A Travel Request Form needs to be generated for out-of-district travel or travel for which reimbursement is sought. Absences must be reported daily; however, if an absence of longer than one day is expected, the employee shall attempt to indicate the anticipated length of the absence when reporting their need for sick leave. Report the absence as follows:

### A. Santa Rosa Campus

Faculty members absent from a class or assigned duty at the Santa Rosa campus shall report their absences or expected absences to the faculty member's appropriate administrator. If a designated contact cannot be reached, the faculty should leave a message as well as report the absence to the District Police if a classroom requires posting. District Police will notify the Department Chair or Supervising Administrator that they have received and posted an absence.

### B. Petaluma Campus

Faculty members assigned to the Petaluma Campus, Technology Academy, Sonoma, Rohnert Park, and Cotati should report absences to the Petaluma Instructor Absence Reporting Hotline (778-2456). The Petaluma Campus will forward NOA information to the appropriate Department Chair and/or Supervising Administrator.

### C. All other locations

See annual list or check with the Department Chair or Supervising Administrator.

## II. DOCTOR'S RELEASE

"Whenever a faculty member claims Sick Leave for ten (10) or more consecutive working days, the District may require the employee to provide a written verification by his/her physician of the need for Sick Leave" (AFA

### III. NOTICE OF ABSENCE (NOA)

For ALL absences from assigned duties, class(es) or work hours/days, including absences covered by a colleague, the employee must submit a Notice of Absence form. The contact person who recorded the absence is responsible to generate and track the Notice of Absence (NOA) forms. As needed, he/she must: 1) Post classrooms for students, 2) Notify co-workers 3) generate the Notice of Absence form and put it in the faculty/staff member's mailbox as a reminder, 4) notify the appropriate department chair, supervisor, or co-worker of the absence, 5) fill out the Absence Slip (half sheet form) and send it to an appropriate supervising administrator or office (to be matched with the NOA when submitted). The supervising administrator shall remind employees if an NOA has not been received.

### IV. COLLEGE BUSINESS OR TRAVEL

If a faculty or staff member is performing approved college business within the boundaries of the district, at educational sites the college serves, attending a professional conference, coaching a traveling team, participating in a hiring committee, or other designated work, the employee shall not be required to fill out a Notice of Absence. Absence on official or approved college business is considered a working day and no deduction is made. For travel outside of the district, conferences, or other excused reasons for leaving the campus and on a work day, a Travel Form shall be required. (Note: For Athletics or other group trips, the department, group, or program can submit one Travel Form. (Ex. One form for all coaches traveling with a team may submit one form per sport and attach the schedule of games.)

### V. FULL VS. PARTIAL DAYS

For a faculty member who misses a full day of work, a full day of leave will be deducted, no matter how many hours were scheduled for actual classes or assigned duties. Partial days: "A faculty member who is absent for less than one (1) full day shall have deducted from his/her accumulated leave the pro-rata portion of a day based on the ratio of duty hours absent to the total number of required assigned hours for that day" (AFA Contract, Article 18).

### VI. ABSENCE FOR PDA DAYS

See the Memo of Understanding for PDA/FLEX Pilot 2006 for faculty absence on a PDA day.

### VII. FACULTY ABSENCE FROM GRADUATION

Graduation is one of the 177 required working days in the AFA contract. Faculty members who anticipate an absence due to a matter of personal importance, such as a family graduation or wedding, must send a written inquiry (email is OK) to the College President for approval. If approved, the absence is considered "personal necessity," and a Notice of Absence is required. The department chair and the supervising administrator approve all other absences.

### VIII. FACULTY ABSENCES DURING FINAL EXAM WEEK

The week of final exams is part of the 177 day contractual obligation of faculty. Board Policy 3.15 states: "An instructor shall be allowed to deviate from the published final schedule only if the change will not create a final schedule conflict or other hardship on students. Any such change requires prior approval of the department chair and supervising administrator, and must be communicated to students immediately." Any absences from a scheduled final exam must be reported in the usual manner.

## IX. COLLEGIAL COVERAGE BY FACULTY

Regular Faculty. "It is the expectation of collegial responsibility for regular faculty to occasionally 'cover' assignments for absent colleagues, in lieu of hiring a substitute instructor" (AFA Contract, Article 29). A faculty member who has arranged for a full-time colleague to cover a class must notify the department chair and the administrative assistant for the department prior to his/her absence about who will be covering what class on what date. A Notice of Absence is required.

Adjunct faculty. "Adjunct faculty shall not be required to 'cover' assignments without compensation, but must be hired as substitutes if they are to provide substitute services for faculty who are absent" (AFA Contract, Article 29). Adjunct faculty must notify the department chair of any absence and cannot simply "trade" with another faculty member. The department chair will decide if substitute coverage is appropriate; however, the supervising administrator must approve on the Schedule Change Form. A Notice of Absence is required.

## X. FACULTY SUBSTITUTES

A. Substitutes may be acquired when suitable alternative assignments are not possible during an absence or for extended absences. In such cases, the faculty member should request a substitute from the department chair in consultation with the supervising administrator.

B. Substitute assignments must be given to someone who has the required minimum qualifications for the assignment. For guidelines for long term, short term and day-to-day substitutes, check with a supervising administrator and with Academic Affairs guidelines. Use a Schedule Change Form to assign a substitute.

C. Decision to Pay a Substitute. "The Department Chair, or Program Director if there is no Department Chair, will determine the necessity of hiring a regular or adjunct faculty member for a substitute assignment. Factors to consider include: 1) unavailability of regular faculty colleagues to cover the assignment, 2) anticipated duration of the absence, and 3) nature of the assignment." (AFA Contract, Article 29)

D. Substitute Pay. A Schedule Change Form must be submitted identifying the substitute. Contact Business Services or the Budget Coordinator for appropriate budget code numbers.

E. For additional negotiated guidelines on substitutes, see Chapter 29 of the current AFA contract.