

**REPORTING FACULTY ABSENCE AND CLASS COVERAGE**

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AFA Articles 18 and 29

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**I. REPORTING AN ABSENCE**

All regular, adjunct and probationary faculty shall report an absence whenever they will not be present to conduct class or meet work obligations for any reason. "Work obligations" include but are not limited to final examination week, scheduled professional development days (PDA) and graduation. Note that an absence does not release a faculty member from contractual obligations for professional development.

All absences shall be reported as early as possible prior to the start of class through the District website, utilizing the "Notification of Absence" link on the Faculty Portal. This will generate a Notification of Absence (NOA) form and contact the appropriate supervisors. The Notice of Absence (NOA) form will be automatically filed with Human Resources. The NOA will indicate whether the absence is for a partial or full day. An NOA must be generated for all absences except for absences due to District business.

Faculty are responsible for informing their students of any class cancellation, utilizing the Faculty Portal if necessary, as early as possible prior to the start of class. If internet access is not available, the faculty is responsible for calling the department or program office, the immediate supervisor, or the appropriate dean who will oversee posting a class cancellation notice on classroom and office doors.

It is recommended that all faculty remind their students, through the class syllabus or otherwise, to check their portal mailboxes regularly in order to be informed about a cancelled class and/or alternative assignments.

Each day of absence must be reported. If an absence of longer than one day is expected, the employee shall indicate the anticipated length of the absence on the NOA. For an absence of ten (10) or more consecutive working days, the District may require the employee to provide a physician's written verification of a medical need.

Absence from graduation due to personal necessity must be approved in advance by the Superintendent/President.

**II. CLASS COVERAGE**

Regular faculty may "cover" assignments for absent colleagues for a limited time only. All faculty members who have arranged for a regular, full-time faculty to collegially cover a class must notify the appropriate department chair or supervising administrator and the administrative assistant for the department prior to the absence, specifying who will be covering what class on what date. This coverage is considered a professional courtesy, not a "trade," and a Notice of Absence Form or Travel Request Form is required. No adjunct faculty shall "cover" any colleague's class without District compensation.

A faculty member seeking a substitute to cover an absence shall request a substitute from the department chair who will recommend the necessity of hiring a regular or adjunct faculty member for a substitute assignment; however, the supervising administrator must approve the substitute and any increase to faculty load.

Substitute assignments may be given to someone who is an active member of the appropriate discipline's adjunct pool or to contract faculty in the appropriate discipline. Both contract and adjunct faculty are eligible for long term substitutions. For long-term substitutions, adjunct faculty must remain under the 67% load cap for the semester in question.

Substitute Pay. A Schedule Change Form must be submitted identifying the substitute to arrange for compensation for substitutions.