
TITLE:	Faculty Leave Reporting
NUMBER:	741 (replacing prior 441, 5020)
AUTHORIZED BY PRESIDENT:	11/5/93
AMENDED BY THE PRESIDENT:	03/16/2012

In order to verify the leave forms submitted each month by faculty, the following procedure is established:

1. Full-time faculty member will accrue sick leave at a rate of seven (7) hours (1 day) per month. Adjunct faculty will accrue sick leave based on their contracted FTEF multiplied by seven (7) hours for each month they are in active teaching status. As per Article VIII, Section B of the Negotiated Agreement, faculty will accrue sick leave not to exceed 12 days in a one-year period. At no time shall the total hours of sick leave earned per month exceed seven (7) hours.
2. Faculty members who need to miss a scheduled class period due to sick leave absences as delineated in Article VIII, Section B of the negotiated agreement and/or absences covered under the family care act (WAC 296-130-30) will notify class cancellation line (360) 383-3250 on the day of their absence. Building Support, as a courtesy, will post a cancellation notice at the classroom. Division Coordinators will track cancellations for Human Resources and administrative supervisors of faculty. Human Resources will send out a leave slip to faculty members as a courtesy via e-mail. **It is the responsibility of faculty members to keep track of their leave and report it appropriately.**
3. Faculty members are expected to report sick leave at a rate consistent with their prorated FTEF during the quarter the leave is requested. As an exception, faculty may report only the class-time missed if their non-class work (course preparation, course evaluation, student evaluation, student conferences, curriculum development and governance when appropriate) for that day is completed elsewhere.
4. Faculty members will submit their monthly leave slips to the appropriate Division Chair for signature as soon as possible, but no later than the 10th of the following month. The Division Chair will review and approve/deny the leave reported, sign the form and submit it to Human Resources/Payroll.
5. Human Resources/Payroll will cross-reference with the Building Support information and verify that leave slips have been submitted by faculty members. If leave slips are missing, Human Resources Office will follow up with faculty member. If the faculty member does not complete a leave slip after the second reminder, the Human Resources Director will approve the deduction of leave, which will be in-class only time for adjunct faculty and 7 hours per day for full-time faculty.

The Human Resources Office will send out reminders to submit leave slips to the campus at the end of each month.

NOTE: Leave reporting questions should be directed to the Human Resources Office.