

ABSENCES

Academic Attendance Report Guidelines & Responsibilities

FULL TIME ACADEMIC EMPLOYEES' RESPONSIBILITIES

Reporting Absences - An Academic employee must contact his/her immediate supervisor as soon as the need to be absent is known to permit time to secure a substitute service. If the academic employee fails to notify the supervisor at least two (2) hours prior to assigned duties, the absence shall be deemed as an unauthorized leave. If your division dean cannot be reached prior to absence from your classes, please advise the Office of Academic Affairs (extension 3402) or the 24-hour answering service (562)485-2432. The office will then attempt to notify your respective division dean. If a faculty member is unable to meet his/her assigned evening class, call your department (before 4:00 p.m.) to report the absence. The division secretary will post your room and note on the "sign-in" sheet any instructions you may have for your students. If you are unable to call your department before 4:00, contact the Evening College Office at extension 3437/3405. The Evening College Office will make sure your room is posted and will inform your department of your absence the next day. *Instructors, UNDER NO CIRCUMSTANCES, shall make private arrangements for substitutes for any of their assigned classes without prior approval from their respective division dean.*

All academic full time employees must submit an absence form when they have been absent from the college on other than school business. The absence forms are available from your division secretary or they are available on the P drive for full and part time employees. The areas of "OTHER THAN SCHOOL BUSINESS" include ILLNESS, BEREAVEMENT, PERSONAL NECESSITY, AUTHORIZED LEAVE WITHOUT PAY, and SUBPEONA or JURY DUTY. Illness and Personal Necessity leave must be listed in either days or half days. Authorized Leave Without Pay may be taken in hours.

This form is to be completed by the employee as soon as possible after returning from the absence. The Division Dean will review and verify that the information is accurate. A copy of this report along with the absence form will be retained in the department for a period of three years.

For further information on Personal Necessity Leaves, refer to Collective Bargaining Agreement, Article 8.

PART TIME & OVERLOAD ACADEMIC EMPLOYEES' RESPONSIBILITIES

Reporting Absences - A part time and overload employee must contact his/her immediate supervisor as soon as the need to be absent is known to permit time to secure a substitute service.

If the academic employee fails to notify the supervisor at least two (2) hours prior to assigned duties, the absence shall be deemed as an unauthorized leave. If your division dean cannot be reached prior to absence from your classes, please advise the Office of Academic Affairs (extension 3402) or the 24-hour answering service (562) 485-2432.

Instructors, UNDER NO CIRCUMSTANCE, shall make private arrangements for substitutes for any of their assigned classes without prior approval from their respective division deans. If a faculty member is unable to meet his/her assigned evening class, call your department (before 4:00 p.m.) to report the absence. The division secretary will post your room and note on the "sign-in" sheet any instructions you may have for your students. If you are unable to call your department before 4:00 p.m., contact the Evening College Office at extension 3437/3405. The Evening College Office will make sure your room is posted and will inform your department of your absence the next day.

All part time and overload absences must submit an absence form when they have been absent from the college on other than school business. The absence forms are available from your division secretary or they are available on the "P" drive for full and part-time employees.

The areas of "OTHER THAN SCHOOL BUSINESS" include ILLNESS, BEREAVEMENT, PERSONAL

NECESSITY, AUTHORIZED LEAVE WITHOUT PAY, SUBPOENA or JURY DUTY.

All absences must be listed in hours. Part time and overload instructors earn one hour of sick leave for every 20 hours worked.

The form is to be completed by the employee as soon as possible after returning from the absence. The Division Dean will review and verify that the information is accurate. A copy of this report along with the absence form will be retained in the department for a period of three years.

For further information on Personal Necessity Leaves, refer to Collective Bargaining Agreement, Article 8.