

Guidelines and Forms For Faculty Absence from Work and Class Cancellation

Preamble

We know that faculty work occurs both on and off campus (Collective Bargaining Agreement, CBA 20.1.c and 25.1.e), and we appreciate our faculty's contributions to the success of our students. We also appreciate chairs' and program directors' (hereafter simply "chair") dedication to making sure that students are aware of and not adversely affected by a faculty member's legitimate class absences.

The following guidelines are meant to clarify the provisions in the Collective Bargaining Agreement 2014-17, and their implementation at CSULB. It is expected that faculty will abide by the CBA provisions, and administrators will apply them consistently and equitably.

This document identifies relevant sections of the CBA as well as indicates how those sections will be implemented on campus. The CBA wording is presented verbatim in a text box and then elaborated for CSULB.

Sick Leave

- 24.1 Following completion of one (1) academic qualifying pay period or one (1) qualifying pay period, a full-time faculty unit employee shall accrue eight (8) hours of credit for sick leave with pay. Thereafter, for each additional academic qualifying pay period or qualifying pay period, eight (8) hours of credit for sick leave with pay shall be accrued.
- 24.2 Faculty unit employees who are appointed less than full-time shall accrue credit for sick leave with pay on a pro rata basis.
- 24.3 Sick leave may be accumulated without limit. No additional sick leave with pay beyond that accumulated shall be granted.

Faculty accrue sick leave for each qualifying pay period and must draw upon this accrued leave when they are ill and will miss class. At CSULB, partial day absences where faculty must leave campus due to a non-industrial illness or injury will not be subject to the application of sick leave.

Reporting

- 24.5 A faculty unit employee shall be responsible for immediately reporting an absence to the appropriate administrator.
- 24.6 A faculty unit employee shall be responsible for promptly completing and signing the campus absence form and returning the absence form to the appropriate administrator.
- 24.7 A faculty unit employee may be required to provide a physician's statement or other appropriate verification for absences after three (3) consecutive days charged to sick leave. A faculty unit employee shall not normally be required to provide such a statement or verification for an absence of three (3) consecutive days or less charged to sick leave.

- A faculty member who will be absent from class or needs to cancel class, must notify (for illness) and get permission (for e.g., conference attendance) from the chair. If a faculty member is absent because of illness for more than three consecutive days, the chair may request supporting documentation to justify the absence or cancellation of a class. In the case of an emergency or unplanned absence when a faculty member cannot get prior permission, s/he should contact the chair as soon as possible.
- Both planned and unplanned class absences/cancellations must be reported in a timely manner to the chair.
- Class absence must be reported on a “[Notice of Absence from Class/Class Cancellation](#)” form. This form should be available in the department/program office. It is good practice and considerate to let students know ahead of time and assign alternate work for them outside the classroom if the faculty member knows s/he will be absent or will have to cancel class,
- A faculty member can also have a **substitute** teach that day, but the substitute must be **authorized** by the chair to be in the classroom, as well as be qualified to teach (see CBA 20.8). A faculty member or scholar from outside the campus can come in as a guest lecturer, but prior permission from the chair is required. A colleague also needs to be in the class with the guest. In all of these cases, faculty members should always notify their chairs of their plans.
- Unapproved absences may result in discussion with the appropriate administrator with regard to the nature of the absences and adverse impacts on department operation, and may be subject corrective/disciplinary action.

Days Charged for Sick Leave

24.15 A full-time faculty unit employee shall be charged eight (8) hours sick leave for each day s/he was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged for each day, exclusive of days on which the campus is closed, from the onset of such an absence until the employee resumes attendance at the campus or until the employee notifies the appropriate administrator s/he is available to resume work. A faculty unit employee shall not be considered to work more than five (5) days in a seven (7) day period for the purpose of charging sick leave.

Academic days are designated on the Payroll Calendar and typically include days on which instruction is offered during the academic term. Faculty members are required to use sick leave for absences which span all academic days, regardless of whether those days are instructional days for that particular faculty member.

To illustrate what is intended above, a sample of common scenarios related to the use and application of sick leave are outlined below.

- A faculty member who teaches class one day and then becomes ill and must leave campus, unable to fulfill the rest of the work responsibilities on that day, will not be charged for sick leave for that particular day.
- A faculty member unable to work on any academic work day following a day on which the faculty member has taken sick leave (even though the faculty member may not be teaching class that day) must take sick leave for that day also, *unless* the faculty member

notifies the chair by phone or by email that s/he is able to work.

To clarify with some common situations:

- If a faculty member has a Tuesday/Thursday teaching schedule and misses all classes on Tuesday, s/he will also be charged sick leave on Wednesday—even if Wednesday is not an instructional day—unless s/he notifies the chair s/he is able to work the next day – Wednesday
- If a faculty member has a Tuesday/Thursday teaching schedule, and misses all of the classes on Thursday *and* the following Tuesday because of illness, the faculty member will be counted as absent for four academic workdays—Thursday, Friday, Monday and Tuesday, and charged sick leave for all four of those days, *unless* the faculty member has notified the chair by phone or e-mail that s/he is able to work on Friday and Monday.

In fact, the faculty member will be charged sick leave for the Wednesday *after* the missed Tuesday, even if it is not an instructional day for the faculty member, unless the faculty member calls or emails the chair to say s/he is able to work. Charging of sick days will continue until the faculty member returns to work or informs the chair that s/he is able to work.

Personal Holiday

33.3 A faculty unit employee shall be entitled to a Personal Holiday, which may be taken on one (1) day during the calendar year. If the faculty unit employee fails to take the Personal Holiday before the end of the calendar year, the holiday shall be forfeited. CSU and CFA shall endeavor to inform a new faculty unit employee of his/her Personal Holiday. Scheduling of the Personal Holiday shall be by mutual agreement of the faculty unit employee and the appropriate administrator.

Faculty members are allotted one personal holiday per calendar year. This personal holiday should be scheduled in advance and be mutually agreed upon by the faculty member and the appropriate administrator

Other Paid Absences

Leaves of absence with pay include jury and witness duty, voting, bereavement, parental and military leave, and some emergencies such as natural catastrophes (see CBA, Article 23).

Vacation Time

Faculty do not accrue vacation time during the academic year. Faculty members are expected to take their vacations during winter, spring, and summer breaks.

Office Hours

Faculty must maintain weekly office hours. Academic Senate Policy stipulates that for every course a faculty member is assigned to teach, s/he must hold one office hour per week up to four hours per week. However, other than holding a mandatory one hour face-to-face, the mode(s) for conducting the remaining three office hours may vary as long as the mode(s) is determined based on addressing student needs (see Academic Senate Policy 14-15 at http://web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/numerical/).