

PART-TIME FACULTY NOTIFICATION OF ABSENCE / REQUEST FOR PAID LEAVE

All absences (planned or unexpected, qualifying for paid leave or not) are to be recorded by completing and submitting this form to the department chair, division dean and division secretary (see accompanying Department Contact information sheet) in advance of or within one week of the absence. To complete this form, place your cursor into the gray field next to 'Your name', then tab to subsequent fields. Save document and attach to an e-mail to the chair, division dean and division secretary.

Your name:

Your LID:

Date of absence:

Reason for absence:

Provide the details of your missed assignment by completing the appropriate section:

1) Faculty paid by the hour (librarians, counselors, clinical instructors)

Number of scheduled hours missed on date of absence: _____

2) Instructional faculty paid by units of load

Class(es) missed:

Course Name and CRN:

Course Name and CRN:

Course Name and CRN:

If submitted in advance of the date of absence shown above:

Recommendation for substitute instructor(s):

If submitted after the date of absence shown above:

Name of substitute instructor(s) (if known):

FOR USE BY OFFICE OF THE DIVISION DEAN

Recommendation for substitute instructor(s), if applicable: _____ Approved _____ Denied

Confirmation of substitute instructor(s):

Course name and CRN:

Course name and CRN:

Course name and CRN:

Is the instructor of record eligible to be paid for this absence?

_____ Yes, the reason for the absence qualifies and the instructor hasn't used two days this semester

_____ No, _____ the reason doesn't qualify and/or _____ the instructor does not have days remaining

Dean's signature _____ Date _____

PART-TIME FACULTY INSTRUCTIONS FOR REPORTING ABSENCES AND REQUESTING PAID LEAVE

When your own or an immediate family member's¹ illness, or your own unavoidable and non-elective commitments (e.g., traveling out of town for your primary job, court hearing, etc. as opposed to a planned elective vacation) prevent you from teaching your assigned courses, you are eligible to apply for approved absence without a deduction in compensation in accordance with the following:

- Part-time teaching faculty assigned to a 16 week or full session course and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose employment is expected to continue through the full semester are eligible to apply for two days of personal leave during the session.
- Part-time teaching faculty assigned to an 8 week course and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose employment is expected to continue through the 8 week session are eligible to apply for one day of personal leave during the session.
- Part-time teaching faculty assigned to a course taught across 5 weeks or less and non-teaching faculty (e.g., counselors, librarians, clinical and lab instructors) whose period of employment is for less than 8 weeks are not eligible to apply for personal leave.

If you are not eligible for paid leave (due to the reason for your absence or because you've already received the maximum number of paid leave days), your compensation will be reduced by calculating the value of each class meeting as a percentage of the total compensation for the course.

Anticipated absences must be reported by submitting the accompanying form via e-mail to your department chair, division dean and division secretary² at least one week in advance of the absence. Please do NOT cancel your class unless approval is given by the division dean.

- If the name(s) of possible substitute instructor(s) are known to you, these should be included on the form. Otherwise, the department chair or division dean's office will work to identify a substitute.
- If a cancellation is unavoidable and approved, the division secretary will ensure that notice of the cancellation is made in the customary manner. Assuming you are able, you may wish to additionally notify students via Blackboard notice.

All absences (anticipated or unexpected, whether qualifying for paid leave or not) must be reported by telephone call and e-mail to your department chair, division dean, and division secretary. If you are providing notice after 5:00 PM or on the weekends, please call Campus Police at 440-525-7241 and notify the dispatcher who will ensure that notice of the cancellation is made in the customary manner. Please provide the course name, CRN number, room number and class meeting time. Again, assuming you are able, please additionally notify students via Blackboard notice. After the initial notification, the accompanying form must be completed and submitted via e-mail to your department chair, division dean, and division secretary within one week of the absence.

¹ Defined as: 1) spouse; 2) biological, adopted and foster children under 18, including anybody under 18 who is treated as the employee's child, which might describe the child of a spouse or domestic partner or a grandchild who lives with the employee and/or disabled child of any age; 3) parents and grandparents, including anybody who treated the employee as a son or daughter when the employee is under 18; 4) siblings; 5) parents-in-law; 6) sisters and brothers-in-law; 7) other dependents living with the employee

² The names of current chairs, deans and secretaries with their telephone numbers and e-mail addresses is available [here](#).

Failure to comply with notification procedures and/or applying for an absence to be approved without a deduction in compensation may void the employee's right to paid leave and subject the employee to disciplinary measures consistent with Board policy, administrative procedures and appropriate law.