

California State University, Chico - Department of Kinesiology

Absence Reporting Procedures - (Revised 9/16)

CBA 24.5

A faculty unit employee shall be responsible for immediately reporting an absence to the appropriate administrator.

FPPP 1.1.n

A faculty member must report to his/her Department/Unit Chair any absence from a scheduled responsibility (e.g., a class, an office hour, or a meeting of a campus committee of which he/she is a member). This notice must precede the absence if at all possible. The notice will include the reason for the absence and efforts that are planned to mitigate the effect of the absence (e.g., substitutes, make-ups).

General Information

All absences (e.g. illness, conference travel, personal days, emergencies, etc.) must be reported and documented prior to the absence, whenever possible, in one of the following ways:

- E-mail or call to KINEstudent@csuchico.edu (X6373) with a cc to Micah mlehner@csuchico.edu (X6374) for sick leave or personal holiday.
- Completing a Travel Request for University related travel.

This includes missing any part of meetings, office hours, classes, or any other university commitments if you are sick or have a personal reason for the absence. If this occurs, the office needs to know your whereabouts in case of an emergency or if students need to be notified of a cancelled class. For clarity, while absences are only reported to HR when an entire day is missed, the office must be notified even if a partial day is missed. If necessary, Micah will create an absence report and place in your mailbox for signature at the end of the month.

Absence Categories

The category of reason for absence must be disclosed in order for your absence to be appropriately documented. Respecting your right to privacy, we do not require that you give the details for your absence, only the category/reason (see below). If you are unsure of how to categorize your absence, please speak with Micah or Laurie. To view the balance of your sick/personal time, access the Human Resources Service Center by logging into your Portal and clicking on the State Employee tab and the clicking on My Employee Information.

University Travel – This includes travel on university related business. The procedures outlined later in this memo must be followed and travel must be approved at least 2 weeks prior to the start of the trip.

Sick/ Sick Family Leave – Full time faculty accrue sick leave on an 8 hour per month basis and use it on an 8 hour per day sick basis. It is pro rata for part-time faculty based on their level of appointment. (see CBA, Article 24 for detailed information on sick leave). Sick leave carries over at the end of each year.

Personal Holiday – You receive one day per calendar year (Jan – Dec). These do not carryover like sick leave. (see CBA, Article 33.3 for details)

Bereavement - The relationship to the employee needs to be disclosed: Upon request to the President, a faculty unit employee shall be granted a 5-day leave of absence with pay for each death in the immediate family. (see CBA, Article 23.3 for definition of immediate family member).

Emergency Leave – (see CBA 23.19)

Maternity/Paternity – (see CBA, Article 23.4-23.5 for details)

Jury Duty – (see CBA, Article 23.7-23.10)

Leave to Vote – (see CBA 23.11-23.12)

Absence as a Witness – (see CBA 23.13-23.18)

Important points about missing a class:

- (a) You must report your absence to the Kinesiology office even if you give your students an out of class assignment or have another faculty member teach your class.
- (b) A university employee MUST be present in the class in your absence. In other words, if you plan to have a non-university employee speak in a class in which you will not be present, you must have a university employee in the class during the presentation.
- (c) If the class is to be cancelled at the last minute, inform the office how students will be notified (eg. place a note on the classroom door, email the students)

The general rule is - *Help the office help your students.*

University Travel Approval Procedures:

Absences due to conference travel or other university-related business do not count against your sick leave or personal days and your pay will not be impacted. Further, if an employee has a split appointment with another department, and will be absent due to professional development in the other department, they will not need to use a personal day or sick leave and their pay will not be impacted (please submit travel request for conference travel form other department to the Kine office). Travel requests must be completed, submitted to the Kinesiology office, and signed by both the chair and Dean in before traveling, so plan ahead. For International travel, please see the Chair as soon as you know you are traveling to get the most current information on procedures and timelines. International travel requests require the President's signature so complete the request as early as possible. Travel requests forms are available at <http://www.csuchico.edu/fin/forms.shtml#forms--far> Please make sure in advance that you have a current Defensive Driver's training completion on file. You can check your status at <http://bsysint.csuchico.edu/DDT/default.aspx> If you plan to attend a university or other professional activity that does not require you to travel but requires you to cancel class, get a substitute for your class, or miss office hours or meetings, please request permission from the chair to attend the event. It will not count as an absence, but all the same procedures apply regarding missing a class.

Sample calculations for part-time lecturers

The information below applies to part-time lecturers only. It is primarily for administrative calculations in the absence report but is clarified here for transparency about how hours and pay are reported. The first example shows how to calculate the number of hours that will be reported absent if a full day is missed and the second example shows how to calculate docked pay if no sick leave or personal days are available.

Example to determine # hours counted as sick leave or docked pay

The formula is $WTU / 15 \times 8 = \# \text{ hours to be reported absent if a full day is missed}$
[WTU = Weighted Teaching Units which is your assigned unit load – *see your contract*]
[15 is a constant in this equation and represents the # of WTUs for a full-time employee]
[8 is a constant in this equation and represents the # of expected hours in a full workday]

This example is for a lecturer with 10 assigned WTU...

$10 \text{ WTU} / 15 \text{ Full-time Equivalent WTU} \times 8 \text{ hours} = 5.34 \text{ hours}$

Thus, a part-time lecturer with a 10 WTU workload will have 5.25 (rounded down to the nearest quarter)

hours that will be either counted as sick leave or docked pay.

Example to determine amount of docked pay if applicable

This example is for a lecturer in range 2 earning a pro-rated \$3,538/month (which is \$2,358/month for a 10 WTU assignment).

The formula is Monthly salary X 6 months / 85 working days per semester = Amount of docked pay

$$\$2,358 \times 6 / 85 = \$166.49$$

So \$166.49 is what would be docked per missed day if applicable

Thank you for helping the office keep the department organized and students informed.