

Appendix A Cabrillo College Faculty Absence Report

1) Name: _____

2) Reason for Absence (check one – numbers are contract article references):

- Personal Illness (10.2) Personal Necessity (10.3) Specify: _____
- Bereavement (10.4) Specify Relationship: _____
- Individual Responsibility (10.5) Specify Circumstances: _____
- Judicial (includes Jury Duty, 10.9) Conference (District Approved)

3a) Class Absence:

Date(s) and Day of Week	Number of Hours Absent	Name of Class: (e.g.: ACCT 1A or DM 4)	Substitute used? (y/n)

Office Use Only

<i>Assignment Weight</i>	<i>Hours x Weight</i>

3b) Counseling, Library, Academic Specialist, or other non-class Absence:

Date(s) and Day of Week	Number of Hours Absent	Description of Assignment(s):	Substitute used? (y/n)

Office Use Only

<i>Assignment Weight</i>	<i>Hours x Weight</i>

4) I certify that I was absent from duty for the reasons and for the length of time stated above.

Signature & Date: _____

Office Use Only

<i>(1) Total Weighted Hrs</i>

<i>DataTel ID</i>	<i>(2) Base Load (contract and adjunct fac)</i>	<i>(3) Paid Overload TU's (contract faculty only)</i>	<i>(4) Total TU's = (2) + (3)</i>	<i>Hours Deducted = 40 x (1) / (4)</i>
	15 TU's			

Division Dean Signature & Date: _____

Distribution, upon completion by division office: original to Payroll, 1 copy to faculty member, 1 copy to division office

Notes on use of Faculty Absence Report:

Basic Guidelines:

- Each fulltime faculty member is entitled to 10 days of sick leave per year. Each adjunct faculty member is entitled to a proportional amount of sick leave. This allows the adjunct faculty to miss one normal week's worth of their assignment each semester.
- Cabrillo College tracks accumulated sick leave by hours with 5 days = 1 week = 40 hours.
- A faculty member will have sick leave deducted at a rate that is proportional to amount of a normal full time work-week the faculty member missed.
- If a faculty member missed half of a normal week's full time assignment, then half a week's leave, or 20 hours, would be deducted.
- If a faculty member missed 1/5 of a normal week's full time assignment, then 1/5, or 8 hours, would be deducted.
- Office Hours are assumed part of class or other assignment missed and are not listed explicitly upon the absence report.

General Rule for Assignment Weight for class assignments:

Assignment weight is the amount of TU's that one hour of the assignment generates, assuming the assignment is taught over the full length of the semester.

Calculation:

Weight = # TU's / # Hours class would meet in a week for a normal semester length class

Examples of Assignment Weights:

Normal lecture = 1 TU / 1 Hour = 1.0

Lab or Studio Art = 0.75

Science Lab (as specified in 11.2.2.5) = 0.80

Physical Education = 0.75

3 unit class with composition factor = 1.33

4 unit class with composition factor = 1.25

5 unit class with composition factor = 1.20

Class with writing factor = 1.25

Academic Specialists with 36 scheduled hours per week = 15 TU / 36 hrs = 1/2.4 = 0.41667

Children's Center = 15 TU's / 40 hours = 3 / 8 = .375

Types:

- Personal Necessity may require prior approval
- Absence due to district approved conference does not result in a deduction from sick leave
- Complete description of restrictions, guidelines, and limitations for all leaves is found in the contract