



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEC-2 Faculty Members Absence and Leave

APPROVED: August 24, 1979 **REVISED:** September 1, 1995
Year of last review: 2024
AUTHORIZING BOARD POLICY: DEC

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Finance and Administration
Designated Contact: Executive Director of Human Resources

OBJECTIVE: To provide guidelines for reporting faculty* absence and provide continuity of educational services

PROCEDURE:

- I. Full-time faculty members eligible for sick, personal and other paid leave benefits are excused from responsibility during periods of authorized absence. Their salaries are continued to the extent of eligibility.
- II. Part-time faculty members are eligible for leave benefits in accordance with College Procedure DJ-2 *Credit Part-time (Adjunct) Faculty Workload* and TASB Policy DEC (Local)-X, *Compensation and Benefits – Leaves and Absences*.
- III. Reporting absences from regular duties:
 - A. All faculty members are required to report absences from assigned responsibilities in advance. They may designate other individuals to report absences on their behalf.
 - B. Reports of absence are to be directed to the following offices:

Full-time and Part-time Faculty	Division Chairperson
Counselors	Coordinator of Counseling
Librarians	Line administrator to whom they report
- IV. Requests for leave must be made in writing. A standard form is available for this purpose.
- V. Request for sick leave may require medical certification. All requests for sick leave of three or more consecutive workdays must be supported by a medical certificate or other evidence administratively acceptable.
- VI. Charging of leave time
 - A. Leave time is not charged by the contact hour, but by the equivalent of regular time lost from the normal 40-hour work week. A faculty member who does not report to duty on a regular contract day will be charged eight hours of leave despite the number of classes scheduled on that day.
 - B. Leave time will be charged for absences whether or not the classes are "covered."
 - C. During academic breaks a full-time faculty member remains eligible to use leave to cover absences occurring while working under a supplemental assignment. Refer to TASB Policy DEC (Local)-X, *Compensation and Benefits – Leaves and Absences* for specific conditions.
- VII. Arrangements for classes and other assigned responsibilities.
 - A. The Dean or appropriate line administrator is responsible for making arrangements for the class(es) of an absent instructor.
 - B. Arrangements for substitute instruction are the responsibility of the Dean or appropriate line administrator. The absent instructor may assist with this endeavor.

* Note: The word “faculty” denotes instructors, counselors and librarians.