

POLICY

The absences of Faculty, Administrative, Managerial/Technical and Supportive Staff members will be reported through supervisory channels and in a timely manner to the Human Resources Department. Records of individual absences will be maintained in the Human Resources Department.

ADOPTED: June 23, 1975  
Revised: January 23, 1978  
Revised: January 25, 1982  
Revised: May 28, 1991  
Revised: February 28, 2000

PROCEDURE

Purpose: To prescribe a standard procedure for accurate and timely reporting of absences of all employees.

Responsibility: The Vice President of Human Resources or his/her representative shall be responsible for implementing this procedure as follows:

A. Absence Report Submissions:

1. When an absence occurs, the employee shall submit a properly completed Absence Reporting Form in accordance with the instructions printed on that form to his/her supervisor. If the absence is anticipated, the Absence Reporting Form should be submitted in advance of the absence date(s). When unanticipated absences occur, the Absence Reporting Form must be submitted by the employee immediately upon return to work.
2. The supervisor will review the Absence Reporting Form for completeness and accuracy, recommend approval/disapproval, and forward the white copy to the Vice President of Human Resources for final approval. The yellow copy is retained by the supervisor, and the pink copy is returned by the employee. If the employee fails to, or is unable to file an Absence Reporting Form, the supervisor shall complete the form and send it to the Vice President of Human Resources.
3. The Vice President of Human Resources shall take final action, monitor the submission, authenticate same.

B. Absence Recordkeeping:

The Office of Human Resources shall monitor the receipt of Absence Reporting Forms from all departments of the college and implement procedures to maintain an ongoing attendance/absence recording system, annotating individual employee records so as to calculate balance figures in appropriate categories of leave accounts.

C. Pay Adjustments Due To Absences:

Where appropriate, the Office of Human Resources shall advise the Accounting Office in writing, of necessary pay adjustments due to absences which are to be unpaid or partially paid, e.g., exceeding accrued leave, worker's compensation cases, disability pay, maternity leave, etc.

D. Method of Crediting Leave:

All leave will be posted to an individual's account in accordance with the provisions of the appropriate Labor Agreement.

- E. All employees covered by Labor Agreements shall also be subject to the requirements set forth in such appropriate Agreements.

ADOPTED: January 25, 1982 as Administrative Regulation

Revised: As College Policy Procedure September 13, 1983

Revised: April 30, 1996

Revised: December 10, 1996

Revised: April 25, 2000