



**SUBJECT:                   Illness of Faculty Member, Responsibilities for Meeting Affected Classes, and Requests for Leave Due to Illness**

**REFERENCE:               SAA-2000 C#1-9900, 9/8/99 and Faculty Handbook**

**1.       PURPOSE**

To clarify faculty responsibility regarding absences.

**2.       SCOPE AND APPLICABILITY**

All faculty, full time and part time.

**3.       DEFINITIONS**

**4.       POLICY**

- A.       Each member of the faculty is employed to carry out the classroom teaching responsibilities normally expected which includes meeting each assigned class during its scheduled time frame.
- B.       A faculty member who must miss scheduled work time (class, office, committee, or other) is required to complete a faculty absence form.
- C.       A full-time faculty member may request a leave of absence because of illness pursuant to SCP 2484.

**5.       BACKGROUND OR EXCLUSIONS**

**6.       GENERAL PROVISIONS**

**7.       RESPONSIBILITIES AND PROCEDURES**

- A.       It is recognized that situations may arise when the faculty member cannot meet his/her classes because of the following reasons:
  - 1.       Illness or injury,
  - 2.       Serious illness of a family member,



3. Death in the immediate family,
  4. Pregnancy and/or birth/adoption of a child.
  5. Temporary disabilities, or
  6. Other unusual circumstances.
- B. Division Chair Responsibilities
1. In the event of the faculty member's absence, it becomes the responsibility of the Division Chair to ensure that:
    - a. Another member of the Division's faculty/staff will meet the classes affected; or
    - b. He/she will meet the classes when a faculty/staff member is unavailable;
    - c. Students are notified in advance by the Division Chair if it becomes necessary to cancel classes.
    - d. Faculty absence forms are completed appropriately, signed, and sent to the Human Resources Department for filing.
- C. Faculty Responsibilities
1. Faculty members who must miss scheduled work time (class, office, committee, or other) are required to complete a faculty absence form.
  2. Faculty members who miss more than ten (10) consecutive work days are required to have a physician's statement completed per SCP 2484.
  3. Faculty members are strongly encouraged to enroll in TIAA disability coverage. Faculty employed after September 1999 are required to enroll.
  4. Faculty who miss work for thirty (30) continuous calendar days will be removed from the payroll. At this time, benefits from disability coverage should begin.
  5. Before returning to work after a period of absence for ten (10) or more days, the faculty member must obtain a "Return to Work Authorization/Medical Release" form from the treating physician.



8. CANCELLATION

9. SIGNATURE

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President

Date

**Attachments**

Faculty Absence Request/Report Form SCP 2406.A

**Distribution**

All faculty members

**Revision Date**

September 1, 2000