

## Unexpected Absences for Full-time Faculty

If a faculty member must cancel class due to illness or another compelling reason:

- Please email your

## Planned Absences for Full-time Faculty

Per the terms of the CBA, full-time faculty have four fiscal year personal days.

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Examples:

A faculty member has mild cold symptoms, and she decides to stay home until she can take a COVID test. She misses one three-hour lab, but she is well enough to work remotely and answer student emails the rest of the workday. She should request 3 SICE hours on ADP Workforce Manager.

A faculty member has a severe stomach bug, and he is too sick to even look at a computer. He misses one-hour lecture and a one-hour required department meeting. Because he is not available during regular the workday, he should request 7.5 SICE hours on ADP Workforce Manager.

A faculty member has a sick child at home. She has no face-to-face classes or required meetings on campus, but she will be working on her online courses and answering phone calls and email during the workday. She notifies her DC that she will

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