



## Official Policy

Division or Sector: Human Resources

Responsibility: Human Resources

Policy Number: 7160-34

Title: Reporting of Absences - Faculty

**PURPOSE:** To ensure that the proper number of days are deducted from an individual's sick bank.

**Note:** In cases where a period of non-availability for reasons of illness exceeds four (4) days, the appropriate articles of the collective agreement supersede this policy.

**DEFINITION:** An absence for the purpose of this policy is one where a scheduled activity is missed; e.g. class, examination, meeting.

### POLICY:

1. Faculty availability is covered by the collective agreement (8-3.00) and the local policy on Faculty Availability. Any non-availability should be reported to the appropriate Faculty office or by calling the College telephone line reserved for this purpose or the College's Web site.
2. For each day of absence due to illness, the sick bank will be reduced as follows:
  - a) by one (1) day, if the teacher is absent from the college for the day, no matter how many scheduled activities are missed.
  - b) by ½ day, if more than one activity is scheduled and at least one activity is not missed.
3. In order for 2(b) to apply, the teacher must report to the Faculty office either before leaving the college after giving the class(es) or attending the activity, or upon returning to the college before giving the class(es) or attending the activity. The teacher will indicate the particular activity and the College will verify that it took place, if deemed necessary.
4. This policy applies for activities scheduled between 8:00 a.m. and 6:00 p.m., except where an evening class is part of the regular workload; e.g. a MED completing a workload in Continuing Education.

**PROCEDURE:** The bulk absence form forwarded by the Faculty office to Human Resources indicates whether the deduction entered by the teacher is ½ or one full day. H.R. will confirm this information, as per the policy.

Revised  New

Date Effective: August 26, 2008