Appendix A
Cabrillo College Faculty Absence Report

1) Name: _____

2) Reason for Absence (check one – numbers are contract article references):

Personal Illness (10.2)   Personal Necessity (10.3) Specify: _____

Bereavement (10.4) Specify Relationship: _____

Individual Responsibility (10.5) Specify Circumstances: _____

Judicial (includes Jury Duty, 10.9)   Conference (District Approved)

3a) Class Absence:

Date(s) and Day of Week	Number of Hours Absent	Name of Class: (e.g.: ACCT 1A or DM 4)	Substitute used? (y/n)	Office Use Only	
				Assignment Weight	*Hours x Weight*

3b) Counseling, Library, Academic Specialist, or other non-class Absence:

Date(s) and Day of Week	Number of Hours Absent	Description of Assignment(s):	Substitute used? (y/n)	Office Use Only	
				Assignment Weight	*Hours x Weight*

4) I certify that I was absent from duty for the reasons and for the length of time stated above.

Signature & Date: _____

Office Use Only

	(1) Total Weighted Hrs

DataTel ID	*(2) Base Load (contract and adjunct fac)*	*(3) Paid Overload TU's (contract faculty only)*	*(4) Total TU's = (2) + (3)*	*Hours Deducted = 40 x (1) / (4)*
	15 TU's			
Division Dean Signature & Date: _____				

Distribution, upon completion by division office: original to Payroll, 1 copy to faculty member, 1 copy to division office

Notes on use of Faculty Absence Report:

Basic Guidelines:

- Each fulltime faculty member is entitled to 10 days of sick leave per year. Each adjunct faculty member is entitled to a proportional amount of sick leave. This allows the adjunct faculty to miss one normal week's worth of their assignment each semester.

- Cabrillo College tracks accumulated sick leave by hours with 5 days = 1 week = 40 hours.

- A faculty member will have sick leave deducted at a rate that is proportional to amount of a normal full time work-week the faculty member missed.

- If a faculty member missed half of a normal week's full time assignment, then half a week's leave, or 20 hours, would be deducted.

- If a faculty member missed 1/5 of a normal week's full time assignment, then 1/5, or 8 hours, would be deducted.

- Office Hours are assumed part of class or other assignment missed and are not listed explicitly upon the absence report.

General Rule for Assignment Weight for class assignments:

Assignment weight is the amount of TU's that one hour of the assignment generates, assuming the assignment is taught over the full length of the semester.

Calculation:
Weight = # TU's / # Hours class would meet in a week for a normal semester length class

Examples of Assignment Weights:
Normal lecture = 1 TU / 1 Hour = 1.0
Lab or Studio Art = 0.75
Science Lab (as specified in 11.2.2.5) = 0.80
Physical Education = 0.75
3 unit class with composition factor = 1.33
4 unit class with composition factor = 1.25
5 unit class with composition factor = 1.20
Class with writing factor = 1.25
Academic Specialists with 36 scheduled hours per week = 15 TU / 36 hrs = 1/2.4 = 0.41667
Children's Center = 15 TU's / 40 hours = 3 / 8 = .375
Absent during Flex Days = 0.75

Types:

- Personal Necessity may require prior approval

- Absence due to district approved conference does not result in a deduction from sick leave

- Complete description of restrictions, guidelines, and limitations for all leaves is found in the contract