Appendix C.1 Cabrillo College Faculty Absence Report

(Article 10 Leaves)

1) Nan	ne:					_			
□ Person	nal Illness (10.2	2)		numbers are con	Jecessity (10.3)	Specify:	•		
	☐ Individual Responsibility (10.5) Specify Circumstances:								
					Accident/Illness				
☐ Judicial (includes Jury Duty, 10.11) ☐ Conference (District Approximation Conference) ☐ Other, Specify Section and Circumstances:						oved)			
□ Other	, specify section	m and Che	umstances.						
3a) Class Absence:							Office U	se Only	
Date(s) and Nu	ımber of	Name of	Class:	Substitute		Assignment	Hours x	
Day of	f Week Hou	rs Absent	(e.g.: AC	CT 1A or DM 4)	used? (y/n)		Weight	Weight	
						\dashv			
						_			
2b) C	ounceline I	ihwaw. /	l aadamia	Charielist an atl	an non aloga				
-	<i>O</i> ,	логагу, А	rcadenne	Specialist, or otl	ier non-ciass				
Absence:							Office Use Only		
Date(· !	imber of irs Absent	Description	on of Assignment(s):	Substitute		Assignment	Hours X	
Day of	week nou	.18 AUSEIII	.L		used? (y/n)		Weight	Weight	
4) I cer	tify that I w	as absen	t from di	ity for the reason	s and for the	e lengtl	h of time st	ated above	
Signatu	ure & Date:								
							Office Use Only		
							(1) Total		
						<i>V</i>	Veighted Hrs		
	5 m 1 v		Base Load	(3) Paid Overload	(4) Total TU's		Hours Dea	lucted =	
	DataTel ID	,	contract and adjunct fac)	TU's (contract faculty only)	= (2) + (3)		40 x (1)	/(4)	
				jacuny omy)					
		15	TU's						
	Division Dean Signature & Date:								
	Division Dean dignature & Date.								

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:

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Normal lecture = 1 \text{ TU} / 1 \text{ Hour} = 1.0
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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