

Oklahoma City Community College

Preliminary Faculty Leave Calculation Research

Office of Human Resources - 2018 February 9

Background

Oklahoma City Community College offers a comprehensive benefits package, which includes sick, personal, and vacation leave for employees in various appointment types. Accrual and record-keeping procedures for these various types of leave as well as ad-hoc incidental leave are governed by the following College policies and procedures:

<i>P/P #</i>	<i>Policy/Procedure Title</i>	<i>Applicable to Faculty?</i>
2200	Holidays	No
2201	Vacation Leave	12-Month Contract Only
2202	Personal Leave	Yes
2203	Sick Leave	Yes
2204	Use of Sick Leave for Family Care	Yes
2205	Use of Sick Leave for Bereavement	Yes
2206	Use of Sick Leave for Natural Disasters	Yes
2207	Required Court Appearance Leave	Yes
2208	Voting Leave	Dependent on Faculty Workload/Schedule
2209	Inclement Weather Leave	Yes
2210	Family and Medical Leave Act Leave	Yes
2211	Military Leave	Yes

While College policies dictate clear accrual schedules for both faculty and staff, respective policies lack clear direction with regards to calculation of chargeable hours taken for exempt employees whose primary appointment involves an irregularly/unmanaged work schedule. Specifically, policies 2202 and 2203 lack language governing the calculation of requested leave for full-time nine and ten-month faculty whose normal work schedule does not adhere to a traditional eight-hour workday.

As such, current faculty requests for personal or sick leave in increments of less than a full workday are calculated using various methodologies at the discretion of various academic departments. To this end, a clear policy for governing faculty personal/sick leave must be developed to ensure equity and consistency amongst academic divisions.

Market Research

After reviewing a variety of peer institutions, it is apparent that many either do not have a published policy on calculation of leave for faculty employees or only have an internal or informal procedure dictating the calculation of leave hours taken. However, several institutions do have publicly listed policies addressing this issue. While the specific details of each institution's approach vary widely, there are a few recurring themes.

REGIONAL INSTITUTIONS

- OSU does have a dedicated [faculty sick leave policy](#), but does not provide detailed information on the calculation of charged hours for faculty. Rather, the policy simply stipulates that the "work schedule for faculty shall be whatever is agreed upon by the faculty member and department head."
- OU has a unified PTO system for all types of leave and does not grant this to less-than 12-month faculty. Less-than 12-month faculty only have extended sick leave policy as is specified by section 3.21.4 of their [faculty handbook](#). 12-month faculty do receive PTO but there is no language in the staff handbook on calculation of charged hours.
- UCO specifically outlines personal and sick leave in their [faculty handbook](#). However, there is no discussion of chargeable hours. The only statement that seems to relatively address this is "While the university pays for authorized sick days, the university expects the faculty member to be honest in requesting and using sick leave."
- Rose State, Redlands, and TCC do not appear to have discernable published leave policies/procedures as they relate specifically to faculty appointments.

Collin provides both sick and personal leave to faculty. Collin's faculty handbook references their faculty absence procedures, which stipulate that faculty must be available during regular hours on all workdays. In instances where faculty are unavailable to work, the institution dictates leave calculation as follows:

Faculty Absence

1. Faculty members are not always required to work the full day on campus, but they must be available during regular hours on all contracted days, unless they have an adjusted schedule (approved by the Dean) due to night or weekend classes.
2. All faculty members must be present on the first contract day of work each August and each January, on All College Day in August, on All College Planning Day in January and at Graduation in May of each year. Requests for exceptions should be made to the Dean and are subject to appropriate administrative approvals.
3. Paid leave for full-time faculty can only be reported in 4 hour increments.
 - a. On contract days with no scheduled class meetings:
 - i. If the faculty member is unavailable, their Dean must be informed of the absence, but no leave form is required.
 - ii. If a faculty member misses work on a day that he/she has no scheduled class meetings, but does have scheduled meetings and/or office hours, the faculty member will be required to take leave in four hour increments, unless the meetings can be rescheduled and the Dean approves rescheduled office hours.
 - iii. If the Dean requires that faculty members be on campus, but a faculty member is unavailable, the faculty member will be required to take leave in four hour increments for the time he/she is unavailable.
 - b. On contract days with scheduled class meetings:
 - i. If a faculty member misses class and does not otherwise report to campus for the entire day, the faculty member must complete a leave form for the entire day OR must receive Dean and VP/P approval to make up the time by completing an approved project.
 - ii. If a faculty member misses classes, but reports to campus for some portion of the day, the faculty member must complete a leave form for four hours.

- iii. Faculty members may not hire and pay their own substitutes. Substitutes must be employed by the College and approved by the Dean. Full-time faculty may substitute on a professional courtesy basis (without pay), but this does not affect the requirement of the faculty member missing class to complete a leave form as outlined above.

(Source: [Collin College Faculty Absence Procedure](#))

While the accrual of sick leave at The University of Oregon is dictated by collective bargaining agreements, the institution provides standardized guidelines for reporting faculty and administrative leave as shown below. The institution calculates full-day absences of faculty at 8 hours per day. While the institution does not provide guidance on partial day absences for faculty, it does provide such calculation stipulations for exempt administrators with irregular schedules, which could be reasonably be adapted for faculty leave. In this case, UO states that administrators are expected to use partial day absences in increments of four hours or longer.

Full-Day Sick Leave Reporting Guidelines

Teaching and research faculty work schedules vary tremendously and do not resemble the traditional work week found with many occupations. While class time is scheduled normally during the Monday-Friday time frame, faculty manage their reading, research, service, and advising activities with considerable freedom and independence. This arrangement works quite well in light of the diversity of academic disciplines and scholarly activities which are carried out at UO.

Given this unstructured work schedule, it is challenging to manage the sick leave benefit which allocates and reports usage in a configuration more like the traditional work arrangement. So for purposes of reporting sick leave usage, faculty are asked to assume an 8-hour work day Monday through Friday. For example, if a faculty member is out for six weeks because of major surgery, he or she would report 6 X 40 hours, or 240 hours of sick leave. An absence of three days due to the flu would mean 24 hours of sick leave.

Many faculty indicate that they devote many hours to their teaching and research and find it unfair or insulting to be asked to report sick leave usage in such a structured way. This is understandable; however, the benefit of 8 hours per month is allocated based on the traditional 40-hour work week and usage reporting follows that model. This guideline is in no way intended to diminish the significant contributions faculty make to this institution or the importance of their independence. It is merely an effort to regularize reporting of this particular benefit. Other University employees (classified staff and officers of administration) report their usage in the same way.

(Source: [*UO Human Resources Sick Leave Reporting Guidelines*](#))

(Excerpt) Partial Day Absence Guidelines (Pertains to exempt UO Administrators but applicable to faculty)

As a general matter, exempt Officers of Administration at the University of Oregon are expected to use leave accruals for partial day absences in increments of four hours or longer, which means that generally, leave accruals should not be used for partial day absences less than four hours. There may be exceptions to this general guideline based on specific circumstances. One exception is for situations in which an exempt employee uses partial day absences in connection with approved intermittent Family Medical Leave.

An exempt employee's pay may not be reduced to cover a partial day absence. This is true even if the employee has exhausted the employee's paid leave.

(Source: [UO Human Resources Partial Day Absence Guidelines for Exempt Officers of Administration](#))

CSU – LONG BEACH

As with UO, accrual of leave is governed by collective bargaining agreement. Excerpts for faculty requests is displayed below. CSULB takes on a seemingly unique strategy for dictating faculty sick leave.

(Excerpt) Guidelines and Forms for Faculty Absence from Work and Class Cancellation

Faculty accrue sick leave for each qualifying pay period and must draw upon this accrued leave when they are ill and will miss class. At CSULB, partial day absences where faculty must leave campus due to a non-industrial illness or injury will not be subject to the application of sick leave.

....

Days Charged for Sick Leave

24.15 A full-time faculty unit employee shall be charged eight (8) hours sick leave for each day s/he was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged for each day, exclusive of days on which the campus is closed, from the onset of such an absence until the employee resumes attendance at the campus or until the employee notifies the appropriate administrator s/he is available to resume work. A faculty unit employee shall not be considered to work more than five (5) days in a seven (7) day period for the purpose of charging sick leave.

Academic days are designated on the Payroll Calendar and typically include days on which instruction is offered during the academic term. Faculty members are required to use sick leave for absences which span all academic days, regardless of whether those days are instructional days for that particular faculty member.

To illustrate what is intended above, a sample of common scenarios related to the use and application of sick leave are outlined below.

- A faculty member who teaches class one day and then becomes ill and must leave campus, unable to fulfill the rest of the work responsibilities on that day, will not be charged for sick leave for that particular day.

- A faculty member unable to work on any academic work day following a day on which the faculty member has taken sick leave (even though the faculty member may not be teaching class that day) must take sick leave for that day also, unless the faculty member notifies the chair by phone or by email that s/he is able to work.

To clarify with some common situations:

- If a faculty member has a Tuesday/Thursday teaching schedule and misses all classes on Tuesday, s/he will also be charged sick leave on Wednesday—even if Wednesday is not an instructional day—unless s/he notifies the chair s/he is able to work the next day – Wednesday.
- If a faculty member has a Tuesday/Thursday teaching schedule, and misses all of the classes on Thursday and the following Tuesday because of illness, the faculty member will be counted as absent for four academic workdays—Thursday, Friday, Monday and Tuesday, and charged sick leave for all four of those days, unless the faculty member has notified the chair by phone or e-mail that s/he is able to work on Friday and Monday.

In fact, the faculty member will be charged sick leave for the Wednesday after the missed Tuesday, even if it is not an instructional day for the faculty member, unless the faculty member calls or emails the chair to say s/he is able to work. Charging of sick days will continue until the faculty member returns to work or informs the chair that s/he is able to work.

(Source: [SCULB Faculty Affairs Guidelines and Forms for Faculty Absence from Work and Class Cancellation](#))

CSU – CHANNEL ISLANDS

Follows the same CBA as CSULB but provides a rather comprehensive policy on faculty absences as is outlined in their [Procedures for Faculty Absence Reporting](#). Page four contains the following examples which is quite helpful:

SICK LEAVE REPORTING FOR FULL-TIME AND PART-TIME FACULTY

Sick leave is charged for each academic work day from the onset of the illness/incapacity until the faculty member is available to return to work, **whether or not he/she has assignments that day**. Report sick leave only for those days the faculty member was not available to work at all (do not report partial sick days). Full-Time faculty are to be charged 8 hours for each academic work day they are not available to work. Part-time faculty are to be charged pro-rata (8 hours times their timebase) for each academic work day they are not available to work. Faculty are not to report sick leave for days on which they were able to fulfill part of their employment obligations. (CBA 24.14)

	Monday	Tuesday	Wednesday	Thursday	Friday	Report Sick Leave as Follows:
EXAMPLE # 1 (Full-time)	Class #1	NO	Class #1	NO	Class #1	Charge 8 hours of sick leave for each day not available to work (Monday through Thursday = 32 hours)
	Class #2	CLASSES	Class #2	CLASSES	Class #2	
	Class #3		Class #3		Class #3	
EXAMPLE # 2 (Full-time)	Class #1	NO	Class #1	NO	Class #1	Charge 8 hours sick leave for Tuesday only. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
	Class #2	CLASSES	Class #2	CLASSES	Class #2	
	Class #3		Class #3		Class #3	
EXAMPLE # 3 (Part-Time)	NO	Class #1	NO	Class #1	NO	Do not report any sick leave for this person. Exempt employees are not to be charged sick leave on days they worked at least part of the day.
	CLASSES	Class #2	CLASSES	Class #2	CLASSES	
EXAMPLE # 4 (Part-Time, 6/15 timebase)	NO	Class #1	NO	Class #1	NO	Charge sick leave for Wednesday only on a pro-rata basis (8 hours times the individual's timebase). This individual would report 3.2 hours of sick leave for Wednesday (8 * 6/15 = 3.2 hours) unless he called in to say he was available to work on Wednesday.
	CLASSES	Class #2	CLASSES	Class #2	CLASSES	

= TIME PERIOD FACULTY MEMBER WAS OUT ILL.

SACRAMENTO STATE (CSU)

Again, follows the same CBA as CSULB but Sacramento State provides a [conversion table](#) for teaching units to hours/day. Not necessarily applicable to OCCC but interesting nonetheless.

Again, another collective bargaining institution—Kutztown dictates that full-time faculty absent for a partial day be charged one-half day of sick leave.

(Excerpt) Sick Leave

- Sick leave will be granted and charged for any absence related to the faculty member's own personal illness or accident which occurs while the faculty member is in an active pay status. Sick leave usage shall be charged for each day of absence in a week during which the faculty member is in an active pay status on the basis of a five (5) day week, regardless of a faculty member's work schedule in that week except for part-time faculty (see next section) Sundays, holidays and vacation periods shall not be charged to sick leave.
- Full-time faculty absent for a partial day shall be charged one-half (1/2) day of sick leave. Part-time faculty will be charged one-half (1/2) day of sick leave for absences on days where he/she is scheduled to teach one (1) class and a full day of sick leave for absences when two (2) or more classes are scheduled to be taught.
- No sick leave shall be used if the reason for the requested sick leave is an accidental injury which occurred while the faculty member was engaged in remunerative work unrelated to University duties.
- A physician's statement may be required for absences of three (3) or more consecutive days because of illness, or in situations where, in the opinion of the Dean or other appropriate management personnel, sick leave is being abused.

(Source: [*Kutztown University Faculty Sick, and Personal Leave Guidelines*](#))

TENNESSEE BOARD OF REGENTS

TBR provides basic stipulations on faculty sick leave and a weekly/daily hours worked figure for full day absences but appears to ultimately place the decision on the department chair or dean for partial day absences.

Faculty Sick Leave: P-062

- A. Sick leave is intended to meet the legitimate health needs of employees who were absent from the work place due to illness.
 - 1. Faculty, even though their work assignments often require variable schedules both day and evening as well as assignments which include a wide variety of activities -- classes, office hours, committee assignments, research in laboratories and libraries, etc. -- are, nevertheless, subject to sick leave policy in a very specific and direct way.
- B. The charging of sick leave for time away from work by a faculty member due to legitimate health reasons is not a penalty; sick leave was instituted by the Tennessee Board of Regents to cover just such absences.
 - 1. It is the responsibility of each faculty member to report his or her sick leave to the appropriate authority.
 - 2. As a general guideline, all faculty have responsibilities Monday through Friday for a minimum of 37.5 hours of any week in which the institution is in session.
 - 3. Any day-long absence during the regular work week due to illness should be charged to the faculty member as sick leave at the rate of 7.5 hours per day.
- C. Arrangements to cover a class either by the faculty member or the institution do not mitigate the fact that the faculty member was away from his or her work assignment and sick leave should be charged accordingly.
- D. If a faculty member is absent from his or her work assignment for part of a day, he or she should discuss the appropriate sick leave time to be charged with his or her department chair, dean, or immediate supervisor.

(Source: [The College System of Tennessee Faculty Sick Leave: P-062](#))

PENN STATE

Penn State, among other institutions, does not offer formal sick/personal leave for faculty.

Leaves of Absence

Although there is no formal vacation or sick leave policy for faculty, the University grants several types of leaves, both with and without salary. Plans to apply for any leave should be discussed with the department head or director of academic affairs. Questions of salary continuation, health-care coverage, etc., often arise when a faculty member is absent from the normal schedule for an extended period. The following information is intended to provide summary information addressing questions most frequently asked about leaves of absence. This information is not intended to be definitive on policy matters. Faculty should call the Employee Benefits Office (814-865-1473) for information regarding benefits coverage, etc., and the Employee Relations Office (814-865-1412) for more detailed policy information.

(Source: [*PSU 2016-2017 Faculty Handbook p.27*](#))

TEXAS STATE

Texas State provides clear stipulations for the calculation of charged sick leave in the event of an absence. For faculty who miss all events (class, office hours, scheduled meetings, and other assigned activity) in a given day, eight hours of leave is dictated regardless of the number of events in that given day. For faculty who have events occurring prior to noon and after noon, a full absence of events in either 12-hour interval requires a leave request of 4 hours each. If there are multiple events in either the morning or afternoon/evening 12-hour blocks, the 4-hour rule will be prorated as a ratio of missed events to total events that occurred during that 12-hour block. (Source: [*TX State Policy and Procedure Statements University Leave Policy UPPS No. 04.04.30*](#))

MISCELLANEOUS FACULTY ABSENCE POLICIES

[Glendale Community College—Faculty Absence](#)

[Siena College—College Policy on Faculty Attendance Policies](#)

[University of Missouri—St. Louis Faculty Absence During a Semester](#)

[Scranton—Faculty Absence Policy](#)

[CIIS—Policies, Procedures and Documents: Faculty Absence](#)

[Virginia Commonwealth University—Faculty Absence and Course Coverage Policy](#)

[Valley City State University—Faculty Absence Reporting Policy](#)

[Brandeis University—Policy on Faculty Absences from Campus](#)

[UA Little Rock—Faculty Absence from Work](#)

[University of Colorado—Faculty Absences](#)