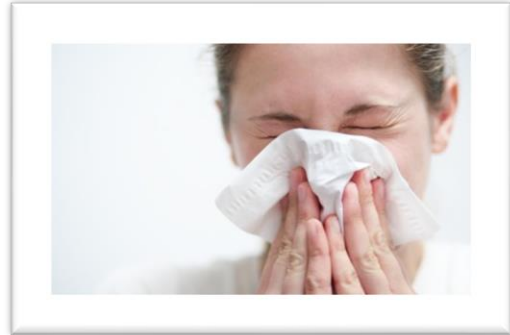


Unexpected Absences for Full-time Faculty

What if I need to cancel class suddenly because of illness?

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



- Please email your program coordinator or department chair as soon as possible to let them know about your absence. You should also copy Christine Gannon at cgannon@ccsnh.edu. If you need to cancel a class after 3:30 pm, please copy campus safety at NCCSafety@ccsnh.edu.
- Post an announcement on Canvas letting your students know about the class cancellation and informing them about an alternate assignment to prevent any loss in instructional time.

What is the new process for requesting leave time on ADP?

- After April 21, 2023, you no longer need to fill out a leave slip. Instead, log into ADP Workforce Manager and submit a leave request to your supervisor.
- SICD -Sick Dependent; SICE -Sick Employee; SICB -Sick Bereavement

What are some FAQs for faculty requesting leave time due to illness?

- **I am sick today, but I am only missing one lecture. How much time do I enter on my leave request?**

It depends...

- If you are unable to attend a scheduled face-to-face class, lab, or required meeting due to illness, but you are feeling well enough to work remotely, you should submit a leave request for the face-to-face time you missed.
- If you are too sick to come to school and not well enough to work remotely, you should submit a leave request for the whole day (7.5 hours).
- ***I do not have any classes or required meetings today? Do I still need to request leave time?***
 - Are you well enough to work remotely and be available on a regular workday?
 - If yes, then you don't need to submit a leave slip. You should also notify your supervisor that you will be working remotely.
 - If no, then you should request leave time for the workday (7.5 hours -- SICE).

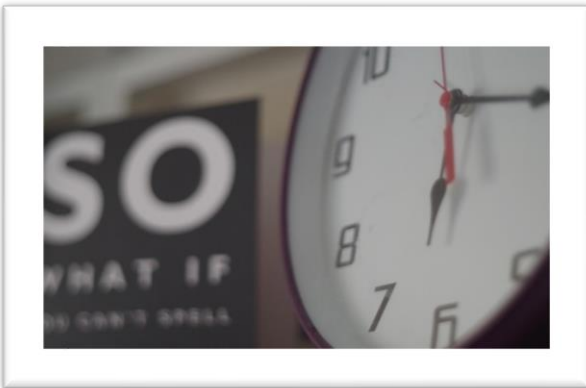
Planned Absences for Full-time Faculty

How do I request personal leave time?

Per the terms of the CBA, full-time faculty have four fiscal year personal days. *Employees shall accrue two (2) fiscal year personal day on July 1 and two (2) fiscal year personal day on January 1 of each fiscal year. Fiscal Year (FY) personal days must be requested in whole days and used within the fiscal year (July 1 – June 30) in which they were earned.* (19.1.1 and 19.1.2)

Also, all full-time covered employees shall be entitled to use five (5) days of personal leave per fiscal year (July 1 – June 30) to be deducted from accrued sick leave. (19.2.1)

Full-time faculty should make every effort to avoid scheduling personal appointments, workforce development training, vacation days, and other similar activities at times that conflict with your assigned classes/labs and regularly scheduled college meetings.



In situations where it is necessary for a full-time faculty member to request personal leave during assigned class/lab time and/or regularly scheduled college meetings, you should notify your manager as soon as possible to discuss your planned absence.

If your manager approves, you will submit a leave request on ADP Workforce Manager selecting either FYPD for fiscal year personal day or SICP for sick personal leave.

It will also be important for you to communicate your planned absence with your students by noting the date in your syllabus calendar (if possible) and posting a reminder on Canvas along with your alternate assignment.

I do not have any classes or required meetings today? Do I still need to submit a leave slip for my personal day?

Yes, you will need to submit a leave slip for any time you are unavailable and not working remotely during a regular workday.

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 be working remotely and does not need to request leave time because she will be available to work at home.

A faculty member does not have any regularly scheduled classes on Friday and there are no required meetings. He decides to take a day off to attend a family event. He should request 7.5 FYPD (or SICP) hours on ADP Workforce Manager, as he will be unavailable for remote work.