

# MEMO

To: Academic Divisions  
From: Susan Praski, HR Generalist  
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We have recently had a few questions about the correct way to deduct faculty's sick time when they are absent from work. We've put together this short synopsis to provide clarity for deducting time from faculty sick banks.

## Full-Time Faculty

- If a faculty member is absent on a day they were scheduled to work, eight hours should be deducted from their sick bank. Because they are full-time employees, we deduct eight hours regardless the number of hours they were scheduled to work.
- If a faculty member is absent for a portion of their scheduled work day, then you would deduct the time from their sick bank for the portion of their schedule they didn't fulfill. For example: if a faculty member is scheduled to work seven hours in a single day and they only work four of the seven hours, you would deduct the three hours that they didn't work from their sick bank. This standard applies to all assignments. For example, a faculty member is absent in the morning when she has a three hour class and one office hour but is able to teach her evening class of two hours. In this case, you would deduct four hours of time (the three class hours and one office hour missed).
- If a faculty member is absent an entire week, their sick bank is charged 40 hours.
- The rules above also apply for faculty absences during the spring and summer sessions.

## Part-Time/Adjunct Faculty

- If a part-time/adjunct faculty member is absent on a day they were scheduled to work, then the number of hours they were scheduled to work that day is deducted from their sick bank. For example: if a part-time/adjunct faculty member is scheduled to work five hours in a single day and they are absent for the entire day, then their sick bank is deducted for five hours.
- If a part-time/adjunct faculty member only works a portion of a scheduled work day, then the number of hours they were absent should be deducted from their sick bank. For example: if a part-time/adjunct faculty member is scheduled to work five hours in a single day and they only work three hours, then their sick bank is deducted for the remaining two hours they didn't work. This standard applies to all assignments. For example, a faculty member is absent in the morning when she has a three hour class and one office hour but is able to teach her evening class of two hours. In this case, you would deduct four hours of time (the three class hours and one office hour missed).
- Adjunct only - The same rules apply for Adjunct faculty absences during the spring and summer sessions that applies during the fall and winter semesters.
- Part-time only - Part-time faculty do not accrue sick leave during the spring and summer sessions. If they miss any portion of their teaching assignment during these periods of time, their pay needs to be docked for the appropriate number of hours absent.

Please note: If an employee is absent and has no sick time available or they don't have a sufficient amount of time to cover their absence, their pay needs to be docked and the absence needs to be logged under their miscellaneous absences bank.

If you have any questions or concerns, please call Susan Praski at x20503.

Thanks!