

Guidelines for Use of Leave by Faculty

It is South Puget Sound Community College's policy that, if an individual is ill, then they should use their leave to recuperate from their illness. In addition, faculty taking leave should not perform work for the college.

1. All Faculty who are ill are expected to contact their supervising administrator in advance of expected duties or activities when possible. If sick leave continues beyond one day, the faculty is expected to inform their supervising administrator(s) of ongoing leave at the start of each new work day, until returning to duty. If the faculty knows in advance of the need to use extended sick leave, the specific duration of leave can be given and not require daily updates.
2. Adjunct/Associate Faculty who call in sick, or otherwise take leave, will record leave based on the scheduled teaching time missed from instruction, lab, or contact hours which the college will deduct from their accumulated leave balance.
3. Probationary/Tenured Faculty who call in sick for the day will report seven (7) hours of leave, which the college will deduct from their accumulated leave balance.
4. Probationary/Tenured Faculty who go home sick and fail to complete a normal work day will report, in consultation with their supervising administrator, three and a half (3.5) hours of leave which the college will deduct from their accumulated leave balance.
5. All Faculty will notify their supervising administrator of intent to use personal leave a minimum of two hours in advance of expected duties or activities.
6. Probationary/Tenured Faculty will request appropriate leave in the Leave Reporting system. Adjunct/Associate faculty will submit leave requests in the Leave Reporting system to the supervising administrator(s) for the department(s) in which work was missed.
6. All Faculty will discuss all other leave situations in advance with their supervising administrator, who will adjust schedules in accordance with Article 5.3 of the collective bargaining agreement.

Rev. 1.24.2022