

ADMINISTRATIVE REGULATION 7344

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

ATTENDANCE/ABSENCE REPORTING PROCEDURES - FACULTY

I. PURPOSE

It is of utmost importance that the District's attendance/absence accounting procedures be implemented with accuracy and consistency and according to all legal requirements.

The purpose of this Administrative Regulation is to present the basic concepts and procedural aspects of the District's attendance/absence reporting procedures.

II. TYPES OF ABSENCES

- A. Absence from duty normally falls into one or more of the following categories and such absences may be paid or unpaid depending upon their nature and the related contractual or policy requirements.
 - 1. Earned sick leave
 - 2. Leaves identified in the Academic Employee Master Agreement
 - 3. Miscellaneous leaves approved by the District
- B. All absences must be reported, entered, and approved in the District electronic tracking system.
- C. The Payroll Office refers to the information entered and approved in the electronic system when making salary and/or sick leave deductions. The amount of deduction depends upon the information entered into the electronic system.
- D. When an absence from duty requires a salary deduction or deduction from the employee's sick leave or personal necessity account, the following criteria determine the amount of deduction.
 - 1. The number of contractual work days in the faculty contract are paid as follows:

Faculty Position	Days
Instructors	178
Nursing Instructors (when necessitated by academic calendar)	182
Choral Music, Dance, Pep Squad Advisor	187
Coach: Badminton, Cross Country, Golf, Sand Volleyball, Volleyball, Tennis, Water Polo	194
Instrumental Music	194
Counselors, Learning Disability Specialist	195
Articulation Officer (assigned as necessary)	195
Coach: Baseball, Basketball, Fast Pitch Softball, Football, Soccer, Swimming, Track	198

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2. All full-time academic bargaining unit employees’ weekly workloads are governed by the current collective bargaining agreement.
3. The District will make deductions for a full-time faculty member’s unpaid absences from salary and/or sick leave accounts in the amount of one-quarter day, one-half day or one-full day. The deduction is dependent upon the proportional relationship of the period of absence to the assignment of that particular day.
4. Deductions will be implemented as follows:
 - a. Full-time faculty members with classroom assignments shall have sick leave deducted on the basis of half-day increments (i.e., if a faculty member is absent for one-half day or less of their scheduled assignment for that day, one-half (1/2) day of sick leave will be deducted; if a faculty member is absent for more than one-half day of a scheduled assignment for that day, one (1) full day will be deducted).
 - b. Full-time faculty members with non-classroom assignments shall have sick leave deducted on the basis of quarter-day increments (i.e., if a faculty member is absent for one-quarter or less of their scheduled assignment for that day, one-quarter of a day of sick leave will be deducted; for an absence of between one-quarter and one-half of a day, one-half day will be deducted; for an absence between one-half and three-quarters, three-quarters of a day will be deducted; for an absence of more than three-quarters of a scheduled assignment for that day, a full day of sick leave will be deducted).
 - c. Part-time faculty members shall have sick leave deducted on an hourly basis.

E. There are many possible permutations relative to the absence/daily assignment, but the following examples reflect situations (exclusive of office hours and committee hours):

Position	Daily Load Assignment	Absent	Deduct
Non-Classroom	7.2 hours	1.8 hours or less	1/4 day
		2 to 3.6 hours	1/2 day
		4 to 5.4 hours	3/4 day
		5.5+ hours	1 full day
Classroom	Example #1 3 Lab LHE 2 Lecture LHE 5 LHE Total	3 LHE or more	1 full day
		2 LHE or less	½ day
Classroom	Example #2	1/2 scheduled daily LHE or less	1/2 day
		Over 1/2 scheduled daily LHE	1 full day

- F. Deductions for a faculty member who is absent on a District approved leave or submission of medical certification, and is being relieved of all duties for a set period of time, will be based on the faculty member’s assignment.
 - 1. Examples
 - a. Scenario 1 – Employee is on a District approved leave of absence or has been deemed relieved of all duties for a set period of time by their health care professional. Any days of the workweek that the employee is absent, including intervening days, will be considered for deduction purposes.
 - b. Scenario 2 – Employee is off work for a short-term common illness; only days in assignment are considered for deduction purposes. For example, employees’ typical assignment is Tuesday and Thursday. The intervening Wednesday will not be deducted.
- G. A number of full-time faculty work on campus fewer than five (5) days per week, which requires special criteria for the determination of absence reporting. The practice and procedure presented in this document are based upon the premise that faculty members are paid for a specific number of contractual days within the academic year.
- H. Full-time faculty members are required to attend commencement, or appropriate graduation ceremony, unless participating in a different coincidental District duty (e.g., a coach attending an athletic competition which coincides with the commencement ceremony). Full-time faculty who fail to attend commencement or other appropriate graduation ceremony will have one-half (1/2) day of appropriate leave deducted.
 - 1. Faculty members who anticipate an absence from commencement due to a matter of personal importance must notify their division/school dean. The absence is considered a “personal necessity” and the one-half day (1/2) day absence will be entered in the District electronic tracking system.
- I. When a distance education faculty member is "offline" for a period of time that results in not meeting their regular effective contact for any given week, the absence must be reported and handled in the same manner as an on campus class absence (see *Administrative Regulation 4105 Distance Education*).
- J. A medical statement may be required when a faculty member is absent for longer than five (5) consecutive working days. The Board of Trustees’ designees, limited to the Chancellor, Vice Chancellor, or Director of Human Resources, may require verification from a physician concerning the faculty member’s injury, accident, or illness at any time regardless of the duration of the absence.
- K. Payroll uses the following data to make accurate deductions::
 - 1. "Load" assignments are reported in "days" and
 - 2. "Overload" assignments are reported in "hours."

- L. In the event that the nature or amount of absence is unique or requires special interpretation, the authorized administrator should use this regulation to make decisions regarding deductions in pay or leave accounts.

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