	<b>LOS ANGELES COMMUNITY COLLEGES HUMAN RESOURCES GUIDE</b>	<b>HR W-210</b>
		<b>ABSENCE REPORTING, FACULTY (SALARIED)</b>
<b>ISSUE DATE:</b> November 10, 2009	<b>SERVICE:</b> <input checked="" type="checkbox"/> ACADEMIC <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED	
<b>REPLACES:</b> HR Guide W-210 dated September 9, 2008.	<b>CHANGES:</b> Section III.H half-pay quota absence removed; replaced with extended illness leave.	

## I. POLICY

It is the policy of the District to process faculty illness leaves (absences) within the guidelines specified in AFT Faculty Agreement Article 25, Leaves.

## II. DEFINITIONS

- **Absence Reporting** is the procedure that employees use to inform their supervisor when they will not be present at work.
- An **Absence without Leave** occurs whenever an employee is not available to perform their assigned duties and does not comply with the applicable requirements to have an approved leave.
- A **Leave of Absence** is an authorized absence from duty, with or without pay, for a specific period of time from a job and for an approved purpose, usually with the right to return to the same job classification at the conclusion of the leave.
- A **Multiple Location Assignment** occurs when an employee is assigned at two or more locations within the District regardless of job code.
- A **Quota** is the number of days per year that an employee accrues for paid absence in a particular leave category.
- A **Salaried Employee** works scheduled consistent duty days and hours, (has a work schedule), each week and receives the same amount of compensation, (salary), each pay period.
- A **Work Schedule** is the preplanned start and stop times each day of the week during which an employee is present and performs his or her assigned duties.

## III. REQUIREMENTS

- A. **Applicability:** The absence reporting procedures discussed in this HR Guide apply to salaried faculty with a set work schedule (exception/negative time reporting) from one week to the next, i.e., full-time contract faculty, classroom adjunct faculty, etc. Hourly faculty whose work hours vary from week to week (positive time reporting) report attendance as specified in HR Guide W-211, Attendance Reporting, Faculty, Hourly.
- B. Faculty absence reporting is unique in that:
  1. A substitute assignment may be required. See [HR Guide R-140, Faculty, Substitute](#) for details.

2. The absence may affect time reporting at one or more locations in the District. See [HR R-122, Faculty, Limited](#) and [P-130, Additional Assignment](#), for details.
3. The ratio of scheduled faculty duty hours and hours absent on a given day must be calculated. See [AFT Faculty Agreement, Article 25, Leaves](#), for details

Consequently, faculty illness leave time reporting processing requirements vary according to whether the illness absence is a full or partial day absence, the number of colleges the faculty member works at, and the number of jobs (class code) the faculty member is assigned.

- C. **Work schedules** determine quota accrual, and the method and forms used for reporting faculty absences. See the HR Guide section on Work Schedules, Leaves and Absences, for details. A summary of the overall concepts follows:

1. **Adjunct Faculty work schedules** reflect the days the faculty member is actually assigned duty. Adjunct Faculty accrue illness quota annually based on the number of days per week that they are scheduled duty in each semester. For example, if an Adjunct Faculty has duty two (2) days per week each semester, they accrue (2+2=) 4 days additional illness quota each year. If Adjunct Faculty do not have a regular hourly work schedule, they are assigned as hourly employees and receive no illness quota.
2. **Regular contract faculty work schedules** reflect a five day, Monday through Friday schedule regardless of the instructor's actual duty days and hours. In the event of an absence that includes all scheduled duty hours for a Monday through Friday work week, the absence shall be recorded as a five (5) day Monday through Friday absence even if duty was not scheduled every day. As a result, regular Contract Faculty accrue 10 days per year illness quota based on a five (5) day a week work schedule. Time for regular contract faculty time is reported following the District's exception (negative) time reporting procedures. Regular "D" basis contract faculty accrue an additional two (2) days per year for a total accrual of 12 days.)
3. **Additional Full-Pay Illness Leave Credit for Intersession Service** is accumulated at the rate of 1 day of full-pay illness leave credit for each 20 working days assigned during any intersession. The maximum number of days of full-pay illness leave credit any faculty member can earn during any fiscal year shall be limited to 12 days. See [Los Angeles College Faculty Guild Local 1521: Article 24, Leaves](#) for details
4. **Long Term absences** for more than 20 days require a formal illness leave. See [HR Guide P-400, Leave of Absence](#), for details. Absences are reported as follows:
  - a. **D-Basis Faculty** work schedules cannot be compressed. Consequently, their leaves of absence can start or end on any day.
  - b. **C-Basis Faculty:** If a leave is for the entire fall term, the dates should be from September 1 through January 31. If a leave is for the entire spring term, the dates should be from February 1 through June 30. In the event that a faculty member has a long term absence beginning on the first day of classes, but ending in the middle of the semester, the start date should be either September 1 or February 1. In the event that a faculty member has a long term absence ending after the last day of classes, the end date should be either January 31 or June 30.
  - c. When a leave of absence is processed, the rules for quota reduction are as follows:
    - Quota is reduced on a day-for-day basis when classes are in session for regular contract faculty.

- Holidays and faculty vacation days are not counted per the posted [AFT Faculty Guild Agreement, Calendars](#).
- **Adjunct faculty** that have no assignment as a regular faculty member have their quota reduced based on the number of days in a week that they have duty.
- **Regular contract faculty** have five (5) days of quota reduced each week that has no holidays or vacation days while classes are in session even if they do not personally have duty hours on every day of the week. See Table W-210A, "C-Basis" Regular Contract Faculty Illness Quota Reduction, below for the exact number of days to be deducted from illness quota for terms for which there is an adopted calendar:

TABLE W-210A "C" BASIS REGULAR CONTRACT FACULTY ILLNESS QUOTA REDUCTION <sup>1</sup>		
TERM	JOB TYPE	CHARGED DAYS <sup>2</sup>
Fall 2007	Teaching Compressed	76
Fall 2007	Non-Classroom Un-Compressed	85
Spring 2008	Teaching Compressed	77
Spring 2008	Non-Classroom Un-Compressed	90
Fall 2008	Teaching Compressed	77
Fall 2008	Non-Classroom Un-Compressed	85
Spring 2009	Teaching Compressed	77
Spring 2009	Non-classroom Un-Compressed	90

<sup>1</sup> Chart reflects quota reduction for an entire term.  
<sup>2</sup> Days vary due to fluctuations in calendar.

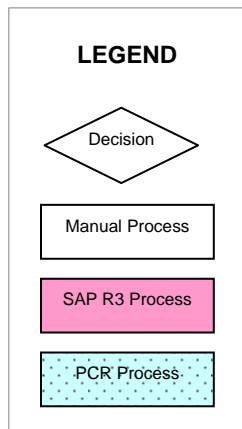
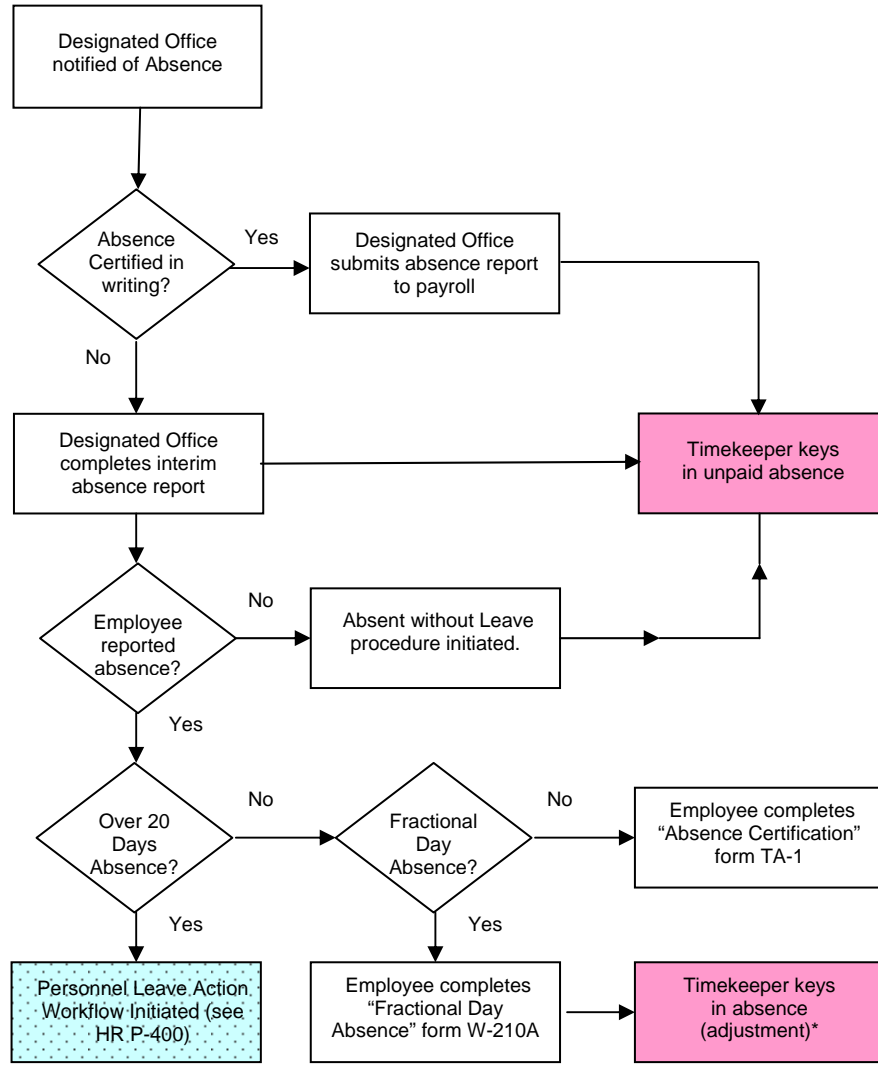
D. **Absence Reporting Variables:** An absence occurs whenever a salaried faculty member (Contract or Adjunct) is not present to perform assigned duties during his/her scheduled duty hours (work schedule). Table W-210B, Faculty Illness Leave Absence Reporting Variables, identifies faculty absence reporting possibilities. The length of the absence, number of colleges involved, and number of job assignments determine how time is reported.

1. A **full-day absence** occurs when the faculty member is absent from all duty hours and job assignments on a given day.
2. A **partial-day (fractional) absence** occurs when the faculty member is absent from at least a portion of the duty hours of one job assignment on a given day.

TABLE W-210B FACULTY ILLNESS LEAVE ABSENCE REPORTING VARIABLES		
LENGTH OF ABSENCE	NUMBER OF COLLEGES	NUMBER OF JOBS (CLASS CODES)
Full-Day	One	One Job
		Multiple
	More than One	One Job
		Multiple
Partial Day	One	One Job
		Multiple
	More than One	One Job
		Multiple

E. Figure W-210A, Faculty Absence Reporting Workflow, below, illustrates the overall process:

**FIGURE W-210A FACULTY ABSENCE REPORTING WORKFLOW**



\*Adjustment is only necessary if absence was originally entered as a whole day.

## F. Absence Reporting Procedure

1. Faculty members shall, if at all possible, report their absence before the affected scheduled duty hours so that students can be informed in a timely fashion and/or a substitute be obtained.
2. Each location is to develop guidelines for faculty to use with reporting absences that incorporates the following:
  - a. Office to which absences are to be reported for day and evening assignments.
  - b. Number of hours or days the employee will be absent and the reason for the absence.
  - c. Submission of required absence forms.
  - d. Location policy on providing substitute.
  - e. Supervisory/management employee oversight.

## G. Documentation Required

1. **Preliminary Absence Report:** Faculty members often initially report absences verbally by telephone or voice mail to the office or telephone number designated by the college administration, i.e., Academic Affairs, Evening Office, etc. This process allows for substitute assignment and classroom posting notices to occur but does not replace written documentation of the absence by the faculty member following standard District time reporting procedures.
  - a. Since an accurate partial day (fractional day) absence report requires the faculty member to submit all the information in writing on the Faculty Absence Report, Partial Day (Fractional Day) ([Form W-210A](#)), preliminary verbal absence reports are always reported in whole days.
  - b. It is recommended that verbal reports of absence be summarized and reported to the college time reporting office. The Faculty Absence and Substitute Summary ([Form W-210B](#)) has been developed to facilitate handling faculty absences and substitute reporting tasks.
2. **Full- Day Absences (Whole Day):** In order to expedite the forms completion and absence reporting process, the office designated by the college administration as the faculty absence reporting office may complete a preliminary "Absence Certification Request (Form TA-1)" for the faculty member and submit the preliminary absence report to the college time reporting office. When this process is used, the following steps should be included:
  - a. A copy of the Absence Certification Request form should be sent to the faculty member for signature with an explanation that the form was prepared in response to a verbal absence report received. Return date and instructions should accompany this form.
  - b. In the event the faculty member does not sign and return the Absence Certification Request form within the time period designated by the administration, the administrator in charge is to report the absence "unpaid, absence without leave" to the Location Time Reporting Office. A copy of the report sent to the location time reporting office is to be sent to the faculty member with a follow-up request to submit the required documentation.

- c. Upon receipt of the proper documentation, an adjustment is to be made to the time report, if appropriate.
3. **Partial Day (Fractional Day) Absences:** Faculty members report absences of less than a whole day when they are absent for a portion of the day's assigned duty hours. Because an accurate partial day (fractional day) absence report requires calculation by the faculty member, partial day (fractional day) absences are to be submitted to the college time reporting office only after the faculty member completes the Faculty Absence Report, Partial Day ([Form W-210A](#)).

TABLE W-210C FACULTY ABSENCE REPORTING FORMS		
FORM TITLE	FORM NUMBER	PURPOSE
<a href="#">Absence Certification/Request</a>	TA-1	<ul style="list-style-type: none"> <li>• Certify reason for illness/personnel necessity absence.</li> <li>• Request to be absent, i.e., vacation, jury duty, etc.</li> </ul>
Faculty Absence Report, Partial Day (Fractional Day) <sup>1</sup>	<a href="#">W-210A</a>	Calculate partial day (fractional day) absences <sup>2</sup>
Faculty Absence and Substitute Summary	<a href="#">W-210B</a>	Provide an interim report of faculty absence and substitutes assigned to the time reporting office

<sup>1</sup> Submitted along with the Absence Certification/Request.  
<sup>2</sup> [AFT Faculty Guild Agreement](#), Article 25, Section E.3., Compensation for Full-Pay Illness Leave and Deduction of Leave Hours.

4. **Unspecified / Undocumented Absence:** If the reason for the faculty member's absence is unreported by the faculty member, (i.e. students report the absence), and the faculty member does not submit the required documentation listed in Table W-210C, Faculty Absence Reporting Forms, above, is to be reported as Unpaid / Absent without Leave.
- a. To obtain the missing information, the administration should attempt to contact the employee by whatever means are necessary, i.e., telephone, U.S. Mail (regular and certified), fax, email, etc.
- b. If the unaccounted for absence continues for more than three duty days, the administration should initiate the "Absence without Leave" procedure. See HR Guide P-320, Absence without Leave, for details.
5. **Multiple Location Assignments**
- a. Faculty members having assignments at more than one college within the District are required to report each absence separately to the location where the absence occurred.
- b. Because calculations are required to accurately report an absence for faculty assigned to work at more than college, any verbally reported possible absence is to be recorded as a full day(s) absence until the faculty member completes Faculty Absence Report, Partial Day ([Form W-210A](#)).
6. **Fractional Day Absences:** Absences of less than a day are based on the assigned duty hours for the specific day as follows:
- a. Duty hours are the total of all faculty salaried assignments' scheduled classroom hours, non-classroom hours for non-classroom assignments, and classroom faculty office hours

as specified in the [AFT Faculty Agreement](#), Article 25. Leaves, Section E, Illness Leaves, Sub-Section 3. Compensation for Full Pay Illness Leave and Deduction of Leave Hours. Duty hours must be scheduled and on file in advance in accordance with college procedures concerning scheduled duty hours. Only scheduled duty hours can be used in the calculation of absence; that is, an absence cannot be reported unless there is documented scheduled duty. In the case of “taught by arrangement (TBA)” class hours, an absence can be reported if the actual TBA hours are documented and on file in the Office of the Vice President of Academic Affairs/Instruction prior to the start of the assignment.

- b. Duty hours absent are divided by duty hours scheduled on the particular day and converted to the decimal equivalent of the fraction of the day absent as shown in Table W-210D, Hours of Scheduled Duties Per Day, below.

		1	2	3	4	5	6	7	8	9	10	11	12	
<b>HOURS ABSENT</b>	1	1.00	0.50	0.33	0.25	0.20	0.17	0.14	0.13	0.11	0.10	0.09	0.08	
	2		1.00	0.67	0.50	0.40	0.33	0.29	0.25	0.22	0.20	0.18	0.17	
	3			1.00	0.75	0.60	0.50	0.43	0.38	0.33	0.30	0.27	0.25	
	4				1.00	0.80	0.67	0.57	0.50	0.44	0.40	0.36	0.33	
	5					1.00	0.83	0.71	0.63	0.55	0.50	0.45	0.42	
	6						1.00	0.86	0.75	0.67	0.60	0.55	0.50	
	7		Leave Days Deducted →						1.00	0.83	0.78	0.70	0.64	0.58
	8								1.00	0.89	0.80	0.73	0.67	
	9									1.00	0.90	0.82	0.75	
	10										1.00	0.91	0.83	
	11											1.00	0.92	
	12												1.00	

- c. If a faculty member has more than one salaried assignment on the same day, i.e. both a regular contract assignment and an adjunct assignment, the duty hours and absence hours are, for absence reporting purposes, totaled and treated as a single absence at the location where the absence occurred. Figure W-210B, Multiple College Partial Absence Formula, below, illustrates how to calculate a multiple college partial absence for a salaried classroom faculty member.

District Total Days Absence = $\frac{\text{College A Absence Hours} + \text{College B Absence Hours}}{(\text{College A Scheduled Duty Hours}) + (\text{College B Scheduled Duty Hours})}$
<sup>1</sup> Scheduled hours are determined by the “Protocol” schedule of classes database plus office hours.

- d. If a faculty member works at two different colleges on the same day and is absent from one of his/her assignments the college receiving the Faculty Absence Report, Partial Day ([Form W-120A](#)) is responsible for recording the absence in the District’s time reporting system. Either college may enter a whole day absence report into the system.

- e. In the event that total report for the day appears inaccurate to either college, the faculty member's Faculty Absence Report, Partial Day ([Form W-210A](#)) identifying actual absence hours and actual scheduled duty hours at each location are to be used to resolve the difficulty.
7. **Less Than Full Pay Multiple Assignments with Different Pay Rates:** When a faculty member has a half-pay or unpaid partial absence on a day with multiple assignments at different pay rates, the absence information must be keyed into the District's computer system by job code to allow the computation of pay according to job code. To do so, the Faculty Absence Report and Substitute Summary ([Form W-210B](#)) can be used to calculate the details about which assignments are affected by the less than full pay absence.

TABLE W-210E MULTIPLE LOCATION FACULTY ASSIGNMENT ABSENCE REPORTING EXAMPLES				
EXAMPLE	LOCATION	ASSIGNED SCHEDULED DUTY HOURS	HOURS ABSENT	DAYS ABSENT COMPUTATION
At Work	College A	3	0	0 / 5 = 0.0
	College B	2	0	
	<b>Total :</b>	5	0	
Absent / One Location	College A	3	3	3 / 5 = 0.6
	College B	2	0	
	<b>Total :</b>	5	3	
Absent / Both Locations	College A	3	3	5 / 5 = 1.0
	College B	2	2	
	<b>Total :</b>	5	5	
Absent / One Location Partial Day	College A	3	1	1 / 5 = 0.2
	College B	2	0	
	<b>Total :</b>	5	1	

8. **Schedule Changes:** If a faculty member wishes to change the scheduled location, start time or stop time of assigned duties, prior approval from a Supervising Academic Administrator must be obtained.
- H. **Effect of an unpaid or extended illness leave.** Full Pay Illness quota is limited. If a regular contract instructor exhausts his or her full pay illness quota, he or she may be eligible for extended illness leave if he or she has been out for less than 100 days. After being out on illness leave for the greater of 100 days (including extended illness leave) or the faculty member's full pay illness balance, he or she may return to work, resign, retire if eligible, or apply for an unpaid leave of absence. If the instructor applies for an unpaid leave of absence, an initial leave of up to no more than twelve (12) additional months shall be granted. Unpaid leave is leave without benefits, unless the employee pays the District in advance for the full monthly premium of the benefits plan. At the conclusion of up to 12 months of unpaid leave, additional leave may, with the approval of the College President, be extended for an additional period that does not exceed one year. If, at the conclusion of the approved unpaid leave(s), the instructor fails to return to work, resign, or retire, or if a subsequent extension of an initial unpaid leave is denied, the instructor shall be separated from service with the District and placed on a thirty-nine (39) month reemployment list.



<b>FIGURE W-210C FACULTY HALF-PAY OR UNPAID ABSENCE FORMULA<sup>1</sup></b>
Gross Pay = (Total Term Gross Pay Scheduled) X (Class Meeting Days at full pay+(1/2 x Class Meeting Days at half pay))/ Total Class Meeting Days Scheduled)
<sup>1</sup> Only actual meetings are counted; holidays are not counted.

The formula above will require additional complex calculations if the employee is on a partial or intermittent leave. The District Office Payroll Unit will calculate actual pay adjustments for complex scenarios.

**IV. ADDITIONAL SOURCES**

**LACCD BOARD RULES**

Chapter X, Human Resources  
[Article X Vacations and Absences](#)

**LACCD HUMAN RESOURCE GUIDE**

[H-300 Employee Sub-Group](#)  
[P-400 Leaves of Absence](#)  
[R-140 Faculty, Substitutes](#)

**LACCD COLLECTIVE BARGAINING AGREEMENTS**

[\*\*\*Los Angeles College Faculty Guild Local 1521\*\*\*](#)  
Article 25, Leaves  
Article 27, Master Benefits Agreement

**EMPLOYEE TIP SHEETS**

[Illness Leave 1, 2, 3's](#)  
[Requesting and Certifying Absences](#)

**EMPLOYEE FORMS**

[Absence Certification Request \(TA-1\)](#)  
Faculty Absence Report, Partial Day (W-210A)

**ADMINISTRATIVE FORMS**

Faculty Absence Report Summary (W-210B)