Absence Reporting

Please complete items A & B

A - Absence Reports (under Payroll): [http://www.csus.edu/hr/forms.html](http://www.csus.edu/hr/forms.html)

Please advise the AD-Faculty Office (Tamara Dunn, 278-5571, dunnt@csus.edu) when you are or plan to be absent and/or will have a guest speaker in your classroom during your planned absence.

Please complete the highlighted sections per the sample below, sign, and turn in the form to the Senior Associate Dean’s Office – TAH 2130.

<table>
<thead>
<tr>
<th>FT Faculty Absence Report</th>
<th>PT Faculty Absence report</th>
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All faculty receive one (1) personal holiday (PH - 1.0 on timesheet) per calendar year (it disappears after December 31). The status of your personal holiday can be found under the Employee tab in MySacState.

Absence time reporting, per Unit 3 Collective Bargaining Agreement: 24.15

"A full-time faculty unit employee shall be charged eight (8) hours sick leave for each day s/he was not available to work due to an absence chargeable to sick leave. Sick leave shall be charged for each day, exclusive of days on which the campus is closed, from the onset of such an absence until the employee resumes attendance at the campus or until the employee notifies the appropriate administrator s/he is available to resume work. A faculty unit employee shall not be considered to work more than five (5) days in a seven (7) day period for the purpose of charging sick leave."
FT faculty take 8 hours of sick leave per day from the day they are sick until the day they return to work. PT faculty take a percentage of 8 hours sick leave (multiply 8 (hours) x .2 (appointment) = 1.6 hours) based on the number of units taught on the sick day. For example, if you teach MW (0.20) and TR (0.40) and are sick on a R, you only need to report time for the units you teach on your TR schedule (0.40 x 8 - 3.2 hours).

If you are out with a doctor’s note for more than 3 days, you must take sick time for every calendar day that you are out.

PT faculty are charged pro-rated hours based on units taught as follows:
3 = 1.6 hrs, 6 = 3.2 hrs, 9 = 4.8 hrs, 12 = 6.4 hrs.

Any questions regarding FMLA or job-protected absences, please contact Galina Grigoryan (278-3522, galina.grigoryan@csus.edu). HR FMLA Information

B - Class Cancellation due to absence:

- If you are going to be absent, please notify your students via the class roster in MySacState/Faculty Center or SacCT.

- Please notify the AD Faculty office at least two (2) hours prior to class time (278-5577) so the notice(s) can be posted.

Campus police also recommend that you notify your students via SacSend. Due to all of the break-ins, it is a safer way to advise your students that you will not be in your office without making a general public announcement.