



FACULTY ATTENDANCE AND LEAVE

ATTENDANCE AND LEAVE RECORDS

Each full-time faculty member must report his or her attendance and leave through Banner web-time entry for each pay period in order to be paid, with the exception of adjunct faculty who must provide documentation of time worked to the respective Supervisor/Dean throughout the assignment period.

INSTRUCTOR ABSENCE FROM CLASS

It is the instructor's primary duty to attend and teach all classes assigned during their scheduled hours. If he/she finds that an absence is necessary, the following procedures should be followed.

Unexpected Absence Due to Illness

An instructor accrues sick leave based on a formula which appears in the Louisiana Community and Technical College System (LCTCS) Policy # 6.003, [Leave for Unclassified Employees](#). Sick leave is leave with pay granted to an employee who is suffering with an illness or injury that prevents performance of work duties that is for medical, dental, or optical consultation or treatment including for Family and Medical Leave Act (FMLA) purposes.

Upon the faculty member's return, he/she must complete a [Leave Request Form](#), Form 2400/001, and the absence must be reported through Banner web-time entry for the time record covering the period for which the leave is granted.

Planned Absences

If an instructor expects to be absent from class, he/she should inform his/her Division Dean of his/her impending absence in a timely manner. If possible, the Division Dean will arrange to cover the instructor's class or to give some assignment. If the absence is expected to be lengthy, written licensed physician or practitioner's recommendation may be required as applicable in accordance with LCTCS Policy #6.003, [Leave for Unclassified Employees](#). The Division Dean should be so informed so that arrangements may be made for a substitute.

Additionally, in accordance with LCTCS Policy #6.003, [Leave for Unclassified Employees](#), a full-time faculty member may be allowed to use up to two days absence during each academic year without loss of pay *for personal purposes* as may be determined by the full-time faculty member. The faculty member must give his immediate supervisor at least twenty-four (24) hours of notice prior to taking the leave. The personal leave must be charged to and deducted from the faculty member's accrued sick leave and reported through Banner web-time entry for the time record

covering the period for which the leave is granted. Written justification for such leave and a completed [Leave Request Form](#), Form 2400/001, must also be filed with the time record covering the period for which the leave is granted.

For planned absences, an [Absence from Duties Request Form](#), Form 1502/002, must be submitted prior to the absence to the Division Dean. Also, students in the faculty member's classes should be informed in person or in writing.

PROFESSIONAL LEAVE AND TRAVEL

Professional Leave and Travel is granted in advance for attending conferences, workshops, seminars, etc., in accordance with the College's [Professional Leave and Travel](#) policy. It must be relevant to the employee's job responsibilities and should accrue benefits to the College.

FACULTY LEAVE

In accordance with LCTCS Policy #6.003, [Leave for Unclassified Employees](#), Faculty Leave is leave granted to faculty members employed on the nine-month basis in lieu of annual leave and is comprised of the days between terms and during holiday periods when students are not in classes.

SABBATICAL LEAVE

Sabbatical leave is leave granted to full-time faculty for the purpose of professional or cultural improvement, study, and research, the object of which is to enable the faculty member to increase his or her professional efficiency and usefulness to the LCTCS. It is awarded in accordance with the requirements in LCTCS Policy #6.003, [Leave for Unclassified Employees](#).

OTHER TYPES OF LEAVE FOR FACULTY

For full descriptions of other leave options for faculty, see the LCTCS Policy #6.003, [Leave for Unclassified Employees](#).

Policy Reference:

LCTCS Policy #6.003, [Leave for Unclassified Employees](#)

Originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Policy references updated effective June 11, 2014.