

# ADJUNCT FACULTY ABSENCE REPORT

NAME: \_\_\_\_\_ Period Ending 23<sup>rd</sup> of \_\_\_\_\_, 20\_\_\_\_

LAST 4 SSN# \_\_\_\_\_ DISCIPLINE: (Engl, Bio, Auto, Counsl, etc.) \_\_\_\_\_

**Paid by timesheet?** If yes, complete and attach this form to your timesheet; if you want to be paid and you have sufficient leave credits, you must notate your missed hours with reason on timesheet.

If paid by Unit of Pay method (lump sums), submit completed absence form to Dean's office by end of month

| Absence<br>Dates # Hrs | check<br>Absence Reason | Section # | Class Name | Who was your sub? | Mark X<br>If no sub |
|------------------------|-------------------------|-----------|------------|-------------------|---------------------|
|------------------------|-------------------------|-----------|------------|-------------------|---------------------|

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|  | __S __PN __B __JS __C |  |  |  |  |
|  | __S __PN __B __JS __C |  |  |  |  |
|  | __S __PN __B __JS __C |  |  |  |  |
|  | __S __PN __B __JS __C |  |  |  |  |
|  | __S __PN __B __JS __C |  |  |  |  |

Reasons: Refer to Agreement Article 8 for details –absences paid if you have available accrued leave

01 **(S)** personal illness                      40 **(PN)** personal necessity (up to 1/2 of current semester accrual)  
81 **(B)** bereavement (up to 4 consecutive days)      84 **(JS)** jury service (**must attach court slip**)      85 **(C)** approved conference

SIGNATURES: \_\_\_\_\_                      INSTRUCTOR                      DATE                      DEAN                      DATE

Note: \_\_\_\_\_ P:\1/29/2009 Absence Report Adjunct Faculty