

Procedure 6120: Faculty Attendance and Leave – Paid and Unpaid

Summary pending



PROCEDURE

Faculty Attendance and Leave – Paid and Unpaid

Procedure Administrator: Associate VP for Human Resources
Authority: N.J.A.C. 4A:6-1.1 *et seq.*; SFT Bargaining Unit Contract
Effective Date: October 2, 1995; April 17, 2012; December 29, 2018; April 22, 2021;
TBD
Index Cross-References: Policy VI-11.1 Office Hours, Work Week, Lunch Period,
Breaks and Emergency Closing
Procedure File Number: 6120
Approved By: Dr. Joe Bertolino, President

I. Faculty Attendance and Absence Reporting

Supporting student success and maintaining continuity of instruction are core commitments of the university and its faculty. To that end, faculty are expected to meet with each of their classes on all scheduled meeting days, from the first day through the last day of the semester, and in the originally designated course modality.

Full- and part-time faculty are also expected to maintain regularly scheduled and clearly posted office hours and to be present for other standard obligations during the academic year.

If a faculty member is unable to attend a class meeting due to unforeseen circumstances, they must notify their Dean's office as early as possible, ideally at least twenty-four hours in advance. Faculty will not cancel a class session without prior notification to their School.

Faculty absences for legitimate professional reasons, such as attendance at professional meetings or University business, must be approved by the Dean and are considered present for timekeeping purposes. All other absences must be documented on the Recap Time Sheet and categorized appropriately as paid leave (e.g., sick leave, jury duty, etc.) or unpaid leave.

Any in-person or online synchronous class sessions that will not meet in their originally scheduled modality must be clearly noted in the syllabus. In rare, non-medical situations when a session cannot proceed as planned, or when changes to the syllabus become necessary after publication, instructors may transition to an alternate modality in consultation with their Dean to ensure that both students and faculty remain prepared and supported.

Medical, FMLA, and accessibility-related matters must be coordinated and approved through Human Resources.

II. Faculty Sick Leave

The following provisions apply to sick leave:

- A faculty member who is absent for all classes on a given day is charged a full sick day.
- A faculty member who has more than one class on a given day and is absent from some but present for at least one class, is charged with the number of sick hours prorated according to the percentage of the day's classes that were missed.
- If a faculty member is absent and charged with sick days on two scheduled teaching days on which that faculty member has classes, and there is an intervening day on which they do not normally have classes, the intervening day will also be considered a sick day unless the faculty member communicates with their Dean's office on the intervening day. For example, if a faculty member cancels classes on Monday and Tuesday due to illness and has a class on Thursday of the same week, then Wednesday of that week will be considered a sick day unless the faculty member communicates with the Dean's office.

Adjunct faculty are not eligible for sick leave. Deans will, however, keep accurate records of adjunct faculty attendance and take appropriate action if absence is not for legitimate reasons.

III. Weather Emergencies

Weather emergencies do not count against attendance reporting. During periods of inclement weather, faculty should refer to Policy VI-11.1 Office Hours, Work Week, Lunch Period, Breaks and Emergency Closing. Online classes will not be held while the University is closed, regardless of the class's scheduled modality.

Review History:

	Date
Procedure Administrator	
Divisional Executive	
General Counsel	
Cabinet	
President	