

# STOCKTON UNIVERSITY



## 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  
Index Cross-References:  
Procedure File Number: 6120  
Approved By: Harvey Kesselman, President

The general expectation is that faculty will meet each of their classes every day that they are scheduled to meet, from the beginning to the end of each term. Full and part-time faculty are expected to keep office hours on a regular, posted schedule, and to be present for other normal obligations, such as preceptorial advising, as indicated on the academic calendar.

A faculty member who will not be present at any given class meeting must notify the school office in advance. The Dean of each School will advise the faculty of the method of notification. A faculty member may not cancel a class meeting in advance without notifying the Dean's office.

A faculty member who is absent from a class meeting for legitimate professional reasons with the permission of the Dean (such as—but not limited to—attendance at professional meetings) is considered present for the purpose of the time sheet. Any other absence must be accounted for on the Recap Time Sheet, either as an approved type of paid leave absence—such as sick leave or jury duty—or as an unpaid absence.

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, 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 is on campus and

reports in person to the Dean's office on the intervening day. For example, a faculty member cancels classes Monday and Tuesday due to illness and has a class on Thursday the same week. Wednesday of that week will be considered a sick day unless the faculty member is on campus and reports to the Dean's office.

Adjunct faculty are not eligible for sick leave. Deans will, however, keep accurate records of adjuncts' attendance and take appropriate action if attendance is questionable.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018