

# Absence of Instructors from Class(es) Procedure, 3.25.01

## PROCEDURE DESCRIPTION

This procedure addresses the criteria for managing the absence of instructors for a scheduled class.

## PROCEDURE RESPONSIBILITY

This is a Participatory Governance procedure developed in collaboration with the Provost and Vice President of Workforce Development & Health Sciences.

## PROCEDURE

### I. Absence Due to Illness or Personal Emergency

An instructor who is absent due to illness or personal emergency must complete an official **faculty** absence report/**substitute pay request form**. ~~A doctor's statement or medical release may be required for any absence.~~ Any extended absence ~~must will~~ be documented and approved **by the supervisor** through the appropriate policy and procedure, such as [Medical Leave: FMLA 2.12](#), [Leaves of Absence, 2.10](#) or **as** directed by the Human Resources department.

Full-time ~~9-month and 12-month~~ faculty ~~members~~ earn ~~ten days~~ **10 days/80 hours** of sick leave per year.

Up to 3 days of sick leave can be used as personal days. Approval of personal days must be granted in advance by the instructional supervisor and is approved at the convenience of the college. All personal days are deducted from sick leave accruals.

Adjunct faculty are eligible for sick leave as per [Sick Leave, 2.11](#) and [Sick Leave Procedure, 2.11.01](#).

Adjunct faculty with insufficient sick leave accrual will have \$20.00 per class hour deducted from compensation.

**Full-time 9-month faculty and adjunct faculty** do not accrue vacation time. **Full-time 12-month faculty accrue 15 days/year.** [Vacation Policy, 2.09](#)

Full-time faculty will be granted up to five days leave with pay for bereavement in the event of death in the immediate family. This time will be in addition to, and not deducted from, sick leave time.

Adjunct faculty ~~do not accrue vacation time and~~ are not eligible for bereavement leave. [Bereavement Leave Policy, 2.16](#)

Faculty are granted leaves of absence from work responsibilities when called to jury duty, active military duty and military training as per [Leave of Absence for Civic Duty, 2.46](#). It is up to faculty to communicate the call for civic duty to their supervisor and arrange for a credentialed faculty substitute in advance or create appropriate in person or online learning opportunities for the class(es) which the instructor will be absent.

#### **Recordkeeping:**

To accurately report hours, both **F**ull-time faculty (via time sheet) and **A**adjunct faculty (via timesheet and/or [Faculty Absence Report/Substitute Pay Request form](#)) shall submit documentation that adjusts hours from workload requirements (teaching, office hours, required meetings) for hours not worked.

In the event of an absence due to illness or personal emergency, communication should be provided to the students as soon as possible by the instructor, or in the event the instructor is not available, the AVP, Dean, Associate Dean or designee shall make contact with students.

## **II. Inclement Weather Delays and Closures**

While Yavapai College makes every attempt to maintain normal operating hours, from time-to-time inclement weather or infrastructure emergencies may necessitate delays or closure of the College.

All faculty should make sure to lookout for YC Alert Communications regarding campus delays or closures. In the event of a delay or closure, faculty should ensure they have the necessary tools and resources to work remotely.

If campus closures occur, YC Administration may request that all faculty scheduled to teach in-person classes make arrangements to teach classes remotely for that class period. Faculty are required to communicate with their students regarding changes to class delivery. Those who are unable to work remotely should check with their supervisor regarding their pay status.

## **III. Institutional Obligations and/or Work-Related Professional Development**

Faculty that will be absent due to institutional obligations and/or work-related professional development opportunities must arrange for a credentialed faculty substitute in advance or create appropriate in person or online learning opportunities for the class(es) which the instructor will be absent.

## **REFERENCES**

[Absence of Instructors from Class\(es\) Policy, 3.25](#)

[Bereavement Leave Policy, 2.16](#)

[Leave of Absence for Civic Duty, 2.46](#)

[Delays and Closure Information](#)

[Faculty Absence Report/Substitute Pay Request](#)

[Leaves of Absence Policy, 2.10](#)

[Medical Leave: FMLA Policy 2.12](#)

[Sick Leave Policy, 2.11](#)

[Sick Leave Procedure, 2.11.01](#)

[Vacation Policy, 2.09](#)

## **PROCEDURE HISTORY**

Extracted from Policy 3.25, Absence of Instructors from Class(es) (June 26, 2024)