

NOTES FOR FACULTY EMPLOYEES REGARDING ABSENCE FROM WORK

Administrators reasonably ask for notification of absence to help them provide good service to students and to protect the overall health and wellbeing of individuals and the organization. The wide variety of work environments from which teaching faculty can do their work means that faculty employees need to communicate consistently with supervisors and administrative staff about their location and availability.

Reporting absences due to illness

Contact your chair or administrative assistant immediately when it becomes obvious that you will not be working due to illness, whether you have scheduled classes or not. When you return, submit a formal report through Self Service on the Owl. If you will be gone for more than a week, be prepared to submit a doctor's note.

Why is this notification important? Short term general sickness leave (STD) commences after 5 day's absence and is an important deadline for calculating longer term disability (LTD) leave should that be required. Additionally, should you develop a chronic condition that requires LTD, documentation of a pattern of absenteeism related to the disease is very helpful in establishing right to benefits. Finally, the college monitors sick leave statistics against benchmarks which allow the identification of problem areas that need to be addressed, such as toxic environments that are causing employee illness.

Requesting leave for personal days off during the assigned work year

Whatever configuration your assigned workdays take, if you know you want to take an assigned workday off, submit a formal leave request through Self-Service on the Owl. Your chair/supervisor will receive the request and be able to process it on-line, and you will receive immediate e-mail notification when it is processed. It is a good idea to speak to your chair/supervisor before submitting the request to clear alternate arrangements for meeting student and program needs before you apply.

Working away from your usual place of work

Once you have established a usual place of work with your chair/supervisor (e.g. On campus all week; on campus M-T, on-line from home Fri; DL from home T/TR only; clinical t/TR, on campus other days) , let your chair and administrative assistant know by email or in person when you are deviating from that pattern.

Why is this notification important? Notification is important for a number of reasons. It is potentially important for insurance coverage should you get injured while away during typical work hours. Second, it is important everyone is accounted for should we experience a crisis on campus. If you are absent without notice, we potentially divert valuable resources from those in actual need of assistance. Third, it is extremely valuable for Administrative Support members and colleagues who are approached by students to know your general whereabouts. You needn't be available all day every day, but some basic information can go a long way in managing student expectations and providing excellent student support.

We frequently get asked these specific detail questions

How long do I need to be absent from my usual workplace before I send formal notice through Self Service?

Greater than ½ day (>4 hours). This would apply to casual illness (personal/family member illness or medical appointments) as well as general faculty leave longer than ½ day.

As a courtesy to your students and your colleagues, email your Administrative Support team member with CC to your Chair/supervisor prior to your absence if possible, including contact information in case of emergency.

What if I'm occasionally off campus for less than ½ day (<4 hours)?

You need not necessarily submit an online leave request, but you must communicate with your Chair and Administrative Support team member, making sure they have your contact information in case of emergency or in the event you are needed for participation in department activities (meetings, student issues/inquiries, tours, etc).

What about office hours?

At your program meetings, you will have conversation about what is effective and reasonable given your student cohort and the delivery methods you use. If you set in-office student hours, be there. If you change them, notify your students and the Administrative Assistant. If they are virtual, set standards for speed of response.

What about occasionally working from home?

We understand the need sometimes for working off campus (ie. marking, research, or other college-related work). Your chair/supervisor needs to know about it and how to reach you. Time worked from home is still considered working hours and, as such, you need to be available by email and/or phone to handle inquiries, questions, etc.

What if I'm attending off-campus meetings or professional development?

An e-mail to your Administrative Support with CC to your Chair is appreciated since AA's may not be aware of your meeting schedule or PD request. If you will be travelling out of the country, contact the Risk Management and OH7S offices before you go.