

**Procedure 6120: Faculty Attendance and Leave – Paid and Unpaid**

**Summary pending**

# 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; 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/Harvey Kesselman, 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, The general expectation is that faculty are expected to will meet forwith each of their classes on all scheduled meeting daysevery day that they are scheduled to meet, from the first day through the last day of the semester, and in the originally designated course modalitybeginning to the end of each semester.

Full- and part-time faculty are also expected to maintainkeep regularly scheduled and clearly posted office hours on a regular, posted schedule, and to be present for other standard normal obligations, during the academic year.

A flf a faculty member is who will not be present at any givenunable to attend a class meeting due to unforeseen circumstances, they must notify their respective Dean's office as early as possible, ideally at least twenty-four hours in advance. The Dean of each School will advise the faculty of the method of notification. FA faculty member will may not cancel a class sessionmeeting without prior notificationee to their Dean's officeSchool.

Faculty A faculty member who is absent from a class meeting for absences for legitimate professional reasons, such as attendance at professional meetings or University business, must be approved with the permission ofby the Dean (such as but not limited to attendance at professional meetings) and areis considered present for timekeeping the purposes, of time-keeping. Allny other absences must be accounted for documented on the Recap Time Sheet, either as an approved type of and categorized appropriately as paid leave absence such as (e.g., sick leave, or jury duty, etc.) or as an unpaid leaveabsence.

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

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[faculty remain prepared and supported.](#)

I.—[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 ~~is on campus and reports in person to~~ [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 ~~is on campus and reports to~~ [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.

### [Weather Emergencies](#)

## III.

[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.](#)

Commented [NS2]: Proposed name currently under review: "University Hours of Operation"

Review History:

	Date
Procedure Administrator	
Divisional Executive	
General Counsel	

Cabinet	
President	