

FACULTY SICK LEAVE REPORTING FORM (VPAA 151)

Faculty Member Name:

Department:

EmplId:

Dates of Absence for Sick Leave:
From: To:

Total Leave Time (Hours):

Reason for Leave:

Attach additional information as needed and note it in the box above.

Guidelines and Instructions

The Faculty Sick Leave Reporting Form (VPAA 151) is to be used to report faculty sick leave. Faculty sick leave is earned and may be utilized as prescribed under the provisions of Sick Leave Policy 05.050. Faculty members at institutions of higher education must submit prescribed leave forms for all sick leave taken even if no classes were missed as required by the state of Texas (Texas Government Code 661.203).

Faculty will report sick leave as actual time missed from their normal work week. Sick leave taken must be recorded in hours. When charging for time less than an hour, sick leave taken must be rounded off to tenths of an hour, e.g. six (6) minutes = 0.1 hours, twelve (12) minutes = 0.2 hours, etc. When utilizing sick leave during a continuous period of more than three (3) working days, an employee who has been absent must provide a medical practitioner's statement showing the cause or nature of the illness, or some written statement of the facts concerning the illness, which is acceptable to the departmental official. Medical documentation should be submitted directly to Human Resources.

Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities (teaching, research, and service). For absences over a continuous period exceeding one day, the amount of time charged against sick leave should include each working day, except holidays. Report all hours absent – not just hours on which classes were missed or taught by a substitute. For example, when a faculty member is ill for three days in a week and is absent from, for example, his/her Monday and Wednesday classes and office hours, and is also unable to carry out normal research and service activities, the faculty member will use and report 24 hours of sick leave for the three day period, even though there were no classes or office hours scheduled on Tuesday.

Upon completion and approval of this form, sick leave hours taken should be reported in the Enterprise Information System (EIS) following procedures established for time and labor reporting.

Faculty Member's Signature

Chair/Dean Signature

References: University Policy No. 05.050 Sick Leave

Supporting documentation, if required, should be attached to this form. *NOTE: FOR APPROVAL OF OTHER FACULTY LEAVES, USE FORM VPAA 150, Faculty Application for Approval of Leave.*