

Bakersfield College

Faculty Absence Reporting

Faculty Sick Leave Accrual

Sick Leave Accrual

10 days/year – 175 day contract - 87.5 hours

10 days/year – 185 day contract – 87.5 hours

11 days/year – 186 – 205 day contract – 96.25 hours

12 days/year – 206+ day contract - 105 hours

Sick leave is accrued in July or August depending on your pay schedule.

Sick leave balances carry over each year.

Note: Absences for sick leave of 3 days duration or more may require a note from your doctor.

Sick Leave Reporting Process

Reporting Absences

- All absences must be reported in a timely manner.
- A day is 8.75 hours
- The absence report must be signed by your supervisor.
- To access absence reporting forms go to the BC Website:
 - Inside BC
 - Login-User ID & password
 - Employee Tab
 - More forms.....
 - Faculty
 - Absence report

CCA Language

Article 12B, Section 2d - f Leave of Absence/Sick Leave

- d. If a faculty member misses a contract day, a full day of sick leave will be charged, regardless of the number of hours of the assignment and the nature of the assignment.*
- e. If a faculty member misses a week during the academic term, 5 days of sick leave will be charged from the faculty member's sick leave balance.*
- f. If a faculty member misses part of the day's assignment, sick leave will be charged at the proportion that the assignment missed is to a full day's assignment. For example, if a faculty misses 2 out of 4 assignments that day, one-half (1/2) of a day shall be charged to the faculty member's sick leave balance.*

Example of Calculations (POL)

Example 1

You have 2 classes only – no office hours

You miss 1 class and teach 1 class

You will report $\frac{1}{2}$ day absent (this is equivalent to 4.38 hours)

$$8.75 \times \frac{1}{2} = 4.38 \text{ hours}$$

Example 2

You have 2 classes and 2 office hours

You miss 1 class and your office hours

You will report $\frac{2}{3}$ of a day absent (this is equivalent to 5.83 hours)

$$8.75 \times \frac{2}{3} = 5.83 \text{ hours}$$

Example of Calculations (POL)(cont)

Example 3a

Monday and Wednesday scheduled for 2 classes – you miss Monday
You will report 1 day – 8.75 hours absent

Example 3b

Monday and Wednesday scheduled for 2 classes – you miss the entire week
You will report 5 days – 43.75 hours absent

Example 3c

Monday scheduled for 1 evening class – you miss the class
You will report 1 day – 8.75 hours absent

Example of Calculations (OL)

Example 1

You teach your part of load courses and you miss your overload course in the evening
You will report on the adjunct/extra pay absence report for the amount of hours missed. Again, this is reported hour for hour on overload assignments.

Example 2

You are absent on a day where your assignment are as follows:

- First class – part of load
- Second class – overload = 3 hours
- Third class – part of load

You will report 1 day – 8.75 hours for part of load on the academic absence report.
You will report 3 hours for your overload course on the adjunct/extra pay absence report.

Regular Faculty Absence Report (POL)



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661)336-5100

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

Academic Absence Report

Identification Number		Employee's Name (Please Print)			
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)					
Employee's Signature		Date	Department/Office		
C O D E	(J) Jury Duty		Date(s)	Code	Days*
	(S) Sick Leave				
	(P) Personal Necessity				
	(WC) Workers' Compensation				
	(B) Bereavement (State Relationship)				
	(U) Unpaid				
(O) Other (Identify)					
Supervisor's Signature		Date	College President's/Designee's Signature		Date

* Or fraction of day based on proportion of assignment missed

5/2015
DO/HR

Original to: KCCCD Human Resource/Payroll Office

Copies to: College Human Resources and Employee

Records Retention Code—Class 3, Disposable Records [Form should be destroyed during the third (3rd) year after the fiscal year in which service was completed.]

Overload Absence Form



2100 Chester Avenue
Bakersfield, CA 93301-4099
(661) 336-5100

- Bakersfield College
- Cerro Coso College
- Porterville College
- District Office

Adjunct Faculty and Academic Extra-Pay Absence Report

Identification Number	Employee's Name (Please Print)			
I HEREBY CERTIFY THE FOLLOWING ABSENCE(S) (Employee must immediately complete this form upon return to duty.)				
Employee's Signature	Date	Department/Office		
C O D E	(S) Sick Leave	Date(s)	Code	Hours
	(O) Other (Identify)			

Supervisor's Signature	Date	College President's/Designee's Signature		

7/2008
Employee
DO/HR

Original to: KCCCD Human Resource/Payroll Office

Copies to: College Human Resources and

Records Retention Code—Class 3, Disposable Records (Form should be destroyed during the third (3rd) year after the fiscal year in which service was completed.)

Questions

???