



SOLANO COMMUNITY COLLEGE FULL-TIME COUNSELOR/LIBRARIAN ABSENCE REPORT

Faculty Name: _____ Employee ID #: _____

Name of Substitute(s), if applicable: _____ Absence Date(s): _____
(The above name(s) should have a corresponding Sub Report)

FALL/SPRING ONLY

Per the CTA Contract Article 12.2.2:

Sick leave used will be charged against sick leave based on a 40-hour workweek (5 workdays x 8 hours per day or 4 workdays x 10 hours per day) as indicated in Article 19.7, professional workload.

19.9 Counselor Workload: The professional workload shall consist of thirty (30) hours per week of assigned counseling and/or instructional hours plus ten (10) hours of professional job-related activities to be used at the counselor's discretion.

19.10 Librarians and Learning Resources Center Faculty Workload:

19.10.1 Workweek: The workweek shall be thirty-five (35) hours per week plus five (5) hours of job-related activities at the discretion of the librarians.

Total # of CONTRACT hours ABSENT _____ *** ABSENT ONE FULL WEEK (40 hours of leave used)

Total # of OVERLOAD hours ABSENT _____

LEAVE TYPE USED

Leaves taken from employee's available balance(s):

- Sick Leave Personal Necessity (taken from sick leave) Emergency Leave

Leaves granted by the CTA contract (no leave taken):

- Jury Duty/Court Witness (Court verification required) Bereavement (Relationship: _____) > 200 miles

Used for reporting purposes only (no leave taken):

- Conference/Workshop/Hiring Committee

SUMMER ONLY

Total # of hours ABSENT _____ (please select leave type used above)

NOTES: _____

Employee Signature: _____

Date: _____

Dean Signature: _____

Date: _____