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<b>TITLE:</b> Faculty Absence	
<b>EFFECTIVE DATE:</b> 09/27/10	
<b>LAST REVISION:</b> 03/14/14	Policy No. 1.4640

**Policy Statement**

Every class will meet as scheduled. Faculty office hours are to be held as stated in the full-time faculty job description. If a faculty member has advance knowledge of a class cancellation, the department chair must approve. When a faculty member is absent from class, late for class, or does not adhere to office hours, the faculty member must notify the department chair as soon as possible.

Faculty will be charged sick leave hours for a day equivalent to the number of scheduled class hours missed, plus the number of scheduled office hours missed not to exceed eight hours for a day.

A full day of absence due to illness is to be charged against sick leave and reported as eight hours.

Source of Policy: AA

Related Policy: LCTCS

Approved by:   
Chancellor Andrea Lewis Miller

Responsible Administrator: VCAA

LCTCS Policy Reference: None

LCTCS Guideline Reference: \_\_\_\_\_

Date: 03/14/14