

Academic Faculty Sick Leave Reporting

Academic faculty member are required to report absences due to illness on an [Academic Faculty Leave Discharge Form](#). An Academic Faculty Leave Discharge form is only required when an academic faculty member is absent due to illness and must discharge time.

Departmental reports listing academic faculty and their available sick and SRP hours are processed and distributed to department heads once a month from the payroll office. Department heads and individual faculty members are responsible for reporting absences due to illnesses no less frequently than once a month.

The Administration may require a physician's certificate or other satisfactory evidence for each sick leave with pay covering an absence of more than five (5) consecutive working days.