

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT Office of Human Resources Absence Report Form



Instructions: Faculty members are required to record on this form any absence for any reason from obligatory duties and responsibilities. This is the basic form used for payroll. Location: ☐ Chabot College ■ Las Positas College District Office ☐ Student Personnel Office: Academic Services Other (Please Print) Submitted by: W# (Faculty member) Do not use SSN Date(s) of Absence: Reason for absence: Conference □ Administrative Industrial Accident (report to be filed with Business Office) **Contract leaves:** (complete "request for leave" form for all but personal illness) Bereavement Personal sickness or injury Leave without pay Maternity leave Personal necessity (deduct from sick leave) Personal (contract faculty only) Judicial Leave Other: reason: Military Leave Note: refer to collective bargaining agreement for eligibility and coverage. Period of absence: Hourly part-time ☐ Full day Partial workday If a salaried employee, indicate percentage (%) of day absent: % If an hourly-paid employee, indicate number of hours absent: hours Substitute's Combined Course # Class Hours Substitute Lecture Time signature and Section cancelled or other or Lab and W# or or or or or

Distribution:

Please send original form to faculty member and substitutes for signature. Return to office location immediately for processing.

Faculty member signature:

Division Dean's signature:

<u>Division Dean's Office</u> please provide contact number in case Payroll has questions and submit signed copies to payroll for processing. This is the basis for payment. If substitution is less than thirty (30) minutes, payment will not be made; box above should be checked "class cancelled" or "combined or other"

Reference: Articles 11A, 11A.4, 11B-1, 11B-2, 11C, 11D, 11E, 11F, 11G, 11H, 11I – Faculty Collective Bargaining Agreement

Revised: 9/9//2020 PAYROLL FORMS Faculty Absence Report Form

Division Dean's Contact #: (

or

Date: / /

Date: ___ / /