



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

---

**Date:** August 23, 2016

**To:** Department Chairs, Faculty

**From:** Office of Academic Affairs

**Subject:** Absence Policies and Procedures

Below is a summary of policies and procedures for reporting absences and conducting classes outside of the classroom or off campus.

For **any absence**, an instructor is required to:

- **STEP 1:** call the Office of Academic Affairs at 818-947-2326 during regular business hours (Monday – Thursday 7 a.m. – 8:30 p.m. and Friday 7 a.m. – 3:30 p.m.) or to the Absence Line at 818-947-2900 outside of the regular business hours allowing adequate time for the Office of Academic Affairs to notify students, **AND**
- **STEP 2:** call or email his/her Department Chair, **AND**
- **STEP 3:** fill out required form(s) – see links below.

Instructors must provide the reason for their absence and submit a signed Absence Certification/Request form to their Department Chair the following day. The Department Chair will initial the form and forward it to his/her supervising Dean within **ten** working days from the date of the instructor's absence.

If the instructor is absent for five or more consecutive days, the instructor must attach an Attending Physician's Statement form and have a licensed Physician/Other Practitioner sign the Absence Certification/Request form. Absences over 20 days also require a Leave of Absence Request form. The Absence Certification/Request form is also available in Academic Affairs, Bungalow 1.

The Office of Academic Affairs will inform all students of the instructor's absence by posting on the classroom door a notification which students may sign. Instructors may also contact students directly after reporting their absence to the Office of Academic Affairs and Department Chairperson.

## **Substitutes**

Arranging for anyone to informally cover a class, including proctoring an exam, is **not** permitted and does not exempt the absent employee from submitting an Absence Certification/Request form.

Class schedule times/days may not be altered to make up instructional hours. The instructor of record **must** be present during any activity, including presentations by guest speakers, during scheduled class times.

A paid substitute will not normally be provided for the first day an instructor is absent for a specific class. Department Chairs may request from their supervising Dean a substitute for **each subsequent class meeting** in which an instructor is absent. Once approved, the Department Chair shall notify Clifton Mar at [marc@lavc.edu](mailto:marc@lavc.edu) and the supervising Dean, with the name of the substitute assigned for each class. The substitute must submit the Instructor Absence and Substitute Summary form to Clifton Mar following each classroom substitute assignment. Each substitute must be a current employee who meets minimum qualifications for the class he/she is substituting and be prepared to provide instruction for the entire time the class is scheduled to meet.

## **Field Trips**

Whenever students are required by the instructor of record to meet off campus during regularly scheduled classroom hours, the instructor must first submit to the Office of Academic Affairs an Instructor's Application for Excursion/Field Trip form. The instructor's application form must be completed and approved by the supervising dean at least **two weeks prior** to the trip. Students attending the field trip must complete an Excursion/Field Trip form and submit it to their instructor. The instructor collects and keeps the student Excursion/Field Trip forms and brings the forms with them on the field trip. Upon returning from the field trip, the instructor will turn in the student Excursion/Field Trip forms to the supervising Dean. Only students enrolled in the course may attend the field trip.

## **Personnel Guides**

**[http://www.laccd.edu/faculty\\_staff/extranet2/forms.htm](http://www.laccd.edu/faculty_staff/extranet2/forms.htm).**

B 367 Substitutes

B305 Substitute Day to Day

B339 Substitute Salary

B443 Absence Return Policy

HR W 210-Absence Reporting, Faculty







This form is used for requesting a formal leave of absence or for requesting an extension to an existing leave of absence. This form may not be used for Sabbatical or Retraining Leaves. For sabbatical/retraining leave forms, go to [www.laccd.edu/sabbatical](http://www.laccd.edu/sabbatical).

Please print or type and ensure all information is provided as omissions can delay processing.

**EMPLOYEE TIP SHEET**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Employee Number \_\_\_\_\_

**Service:**  Academic, Regular  Academic, Adjunct  Classified

**Assignment:**

Location \_\_\_\_\_ Title of Position \_\_\_\_\_ Subject Field / Department \_\_\_\_\_

**1. LEAVE REQUESTED:**

Leave Dates:

Type of Leave \_\_\_\_\_ Start \_\_\_\_\_ End \_\_\_\_\_

Full-Time Leave  Part-Time Leave: Reduce to \_\_\_\_\_ hours or \_\_\_\_\_ percentage per week.

**Illness Leave Option:** If full-time illness quota exhausts use available vacation quota in lieu of:

No Pay  Available Half-Pay Illness quota

**2. LEAVE STATUS:** Are you currently on a leave of absence?  No  Yes, Identify \_\_\_\_\_

**3. REMARKS (OPTIONAL):**

**4. SIGNATURES:**

Employee-Applicant \_\_\_\_\_ Date \_\_\_\_\_

**PROCESSING STATUS**

**IF PERMISSIVE LEAVE**

Recommended  
 Not Recommended

**IF MANDATORY LEAVE**

Acknowledged

Recommended  
 Not Recommended

Acknowledged

Approved for Processing

Not Approved for Processing, Indicate Reason: \_\_\_\_\_

Department Head \ Supervisor \_\_\_\_\_ Date \_\_\_\_\_

President or Designee \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Official, District Office \_\_\_\_\_ Date \_\_\_\_\_

**INFORMATION FOR EMPLOYEE CONCERNING A LEAVE OF ABSENCE**

- Types of Leaves:** The description, requirements, and compensation for the types of leaves available are found in collective bargaining agreements, Human Resource Guides, and Personnel Commission Rules. Please inform yourself of leave requirements and compensation before submitting a leave for processing.
- Supplemental documents may be required.** Employees requesting an illness leave or industrial accident, including disability due to pregnancy and/or childbirth, must include an Attending Physician's Statement with the submission of this or any extension of an illness or industrial accident leave. Other types of leaves may require additional documents.
- Your official address while on leave:** If your address will be changed during the time of the leave, submit an "Address and Warrant(s) Recipient Designation" form to Payroll Services, District Office, just prior to the beginning of the leave and at the completion of the leave. Confirmation of the change of district records will be mailed to the new address at the time the change is registered.
- Information regarding return to work:**
  - Employees desiring to return to work prior to the end day shown on their approved leave of absence must submit a Leave of Absence: Early Return Request form prior to returning to work.
  - Employees returning from an illness or industrial accident leave must submit an Attending Physician's Statement form prior to returning to work.
  - Failure to return to work upon expiration of a leave of absence may be considered abandonment of position. See applicable collective bargaining unit agreement, Human Resource Guides, and Personnel Commission Rules for details.

**For further assistance with leave requirements, contact your location Personnel Office.**