

College of Sciences Policy

SUBJECT: Faculty Absence Policy	Effective Date: 7/1/2025	Policy Number: COS005-5.1
	Supersedes: 12/08/2017	PAGE OF 1 3
	Responsible Authority: Dean	

POLICY STATEMENT

This policy provides guidance on absences that result in a faculty member working fewer than their assigned hours, [e.g., 80 hours for a full-time employee] in the reporting time period. It also supplies direction when a faculty member is not able to be present for, or has a scheduling conflict with, a scheduled work activity. Note that all faculty are responsible for requesting time off in advance (that is, in non-emergent conditions and/or when need for leave is known in advance) as soon as possible, as well as reporting any time off in Workday. Accrual and use of time off for all in-unit faculty is subject to the current UCF BOT-UFF Collective Bargaining Agreement and may not be mentioned here.

General faculty responsibilities regarding absences

The College of Sciences recognizes that faculty members often have schedules that fall outside of an ordinary work week timetable. The College further recognizes that faculty are responsible for carrying out their non-scheduled duties in an appropriate manner and place (in consultation with their supervisor). This means that faculty are generally given a great deal of flexibility to manage their non-scheduled time appropriately. Faculty are also assigned scheduled activities, such as office hours and departmental meetings, that must be performed at a specific time and place. Faculty have the responsibility to perform all of the duties associated with their assignments.

Faculty are responsible for providing supervisors with advance notice for absences. The supervisor will assist faculty in properly addressing any gaps in attendance for scheduled activities. Note that faculty are not authorized to change the modality of a course, or to cancel a class, without advance permission from their supervisor. Managing absences from scheduled activities is particularly important for nine-month faculty, who do not earn annual leave.

If there is an upcoming work event that will affect attendance at a scheduled University activity, or will result in the faculty member working fewer hours in a pay period than expected, given the individual's assigned FTE, the faculty member shall contact the supervisor as soon as practicable to inform them. As an example, if the scheduled work activity (such as a face-to-face class) conflicts with attendance at a conference (relevant to the employee's academic discipline), the supervisor should be informed as soon as practicable so they may excuse the faculty member's absence or assist in making arrangements for an alternative solution.

If a faculty member has a personal (i.e., non-business) occasion (such as attendance at a wedding or child's graduation) that conflicts with a scheduled work activity (such as a departmental meeting), the

supervisor should be informed of this conflict as soon as practicable. One-time, singular or crisis-type events may be excused or the time rescheduled within the reporting time period; however, all employees, in concert with their supervisor, are expected to make arrangements to manage their time so that routine personal matters do not affect scheduled activities. Childcare, for example, is a routine demand and is not a circumstance where a faculty member may be excused from a scheduled work activity. As sick time off may not be applied for routine instances that do not involve illness, this time away from a scheduled activity may result in entering unpaid time off in Workday for an unexcused absence.

Annual Time Off – 12-month faculty only

12-month faculty earn annual time off in proportion to their FTE; full-time employees earn 6.77 hours of time off every two weeks. A faculty member's request for annual time off should be reported as soon as possible to the supervisor. In-unit 12-month faculty generally are not assigned inflexible administrative positions. However, those in administrative positions or those with clinical obligations or other structured assignments may not have a great deal of flexibility to schedule their assigned time. It is not unusual for a 12-month employee to have an 8am-5pm schedule. Nevertheless, the same requirements for making arrangements to take time off apply to 12-month faculty.

Sick Time Off – applies to all faculty

Employees earn sick time off in proportion to their FTE; full-time employees earn four hours of leave every two weeks. Sick time off shall generally be authorized for the following reasons:

1. The employee's personal illness/injury, exposure to a contagious disease which would endanger others, or disability where the employee is unable to perform their assigned duties.
2. The employee's personal appointments with a health care provider(s) that are unable to be scheduled around assigned duties.
3. The illness or injury of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick time off for caring for a member of the employee's immediate family shall not be unreasonably withheld. "Immediate family" means the spouse and the grandparents, parents, brothers, sisters, children, and grandchildren of both the employee and the spouse.
4. The death of a member of the employee's immediate family, at the discretion of the supervisor. Approval of requests for use of reasonable amounts of sick time off for the death of a member of the employee's immediate family shall not be unreasonably withheld.

A faculty member's need for sick time off should be reported as soon as possible to the supervisor for approval. In cases of emergency, the supervisor should be notified as soon as practicable. If an employee's absence or request for absence exceeds four consecutive days, or if a pattern of absence is documented, the University may require an employee to furnish certification signed by an attending health care provider affirming the medical reasons necessitating the absence and/or the employee's ability to return to work. Sick time off is not to be used as a substitute for annual time off. However, annual time off, if available, may be used to remain in pay status after sick time for an illness/injury is exhausted.

The College of Sciences policy on use and reporting of sick time off for all faculty is as follows:

1. A faculty member on contract who, because of a health care appointment or other medically necessary reason, misses a class, meeting, office hour(s), or other work-related duty (whether scheduled or unscheduled) or other scheduled activity, must report such time in Workday

during the appropriate reporting period. 9-month faculty members not on contract during a summer term are not eligible to use sick time off.

2. Generally, illnesses serious enough to require hospitalization will result in a full day's (eight hour) request for absence and medical certification of the ability to return to work for the duration of the hospitalization. For an employee's own safety, medical certification must be provided to HR in order to work from the hospital. For both planned and unplanned hospitalization, communication with the supervisor is critical to determine coverage needs, etc.
3. Advance arrangements to cover a class or other scheduled activity either by the faculty member or the institution do not mitigate the fact that the faculty member was away from their work assignment. Therefore, sick time off should be requested and charged accordingly. A supervisor must always be made aware of these arrangements.
4. Employees who sustain a job-related illness/injury must notify Human Resources as soon as possible.

Questions about time off

For questions about accrual and use of sick time off, employees should contact their Human Resources Business Center. All previous considerations regarding use of sick time off are contingent upon the accrual of sufficient sick time off to cover absences. If an employee has exhausted all sick time off, unpaid or alternate leave time if available may be used as appropriate and with proper authorization. Absence(s) covered under ADA and FMLA are subject to guidelines as published in appropriate documentation that exceed the scope of this policy. For a job-related illness/injury, or if an employee, or an immediate family member, is expected to have, or has a serious health condition, contact UCF Human Resources as soon as practicable at LOAandWorkComp@ucf.edu. If a faculty member believes that they may need an accommodation due to a health condition, they should contact onac@ucf.edu.

Notes from physicians and health care professionals may contain confidential medical information. Employees must provide these documents directly to Human Resources. Their confidential email is: loaandworkcomp@ucf.edu and restricted-access fax is: 407-882-9023.

Other Time Off

Although somewhat uncommon, there are times when other types of time off (such as military-related leave) must be reported in Workday and documentation provided. Please contact UCF Human Resources - Benefits & Leave Administration with any questions.

Faculty should refer to the department's "Teaching Responsibility When Travelling Policy" for questions regarding reporting while travelling.