

Suffolk County Community College

COLLEGE ADMINISTRATIVE OFFICES (516) 451-4110

533 COLLEGE ROAD. SELDEN. NEW YORK 11784



June 30, 1983

TO: ELLEN SCHULER MAUK
 PRESIDENT, FACULTY ASSOCIATION *ESM 1/22/83*

FROM: ROBERT T. KREILING
 ACTING PRESIDENT *R.T.K.*

RE: CLARIFICATION OF ABSENCE POLICY

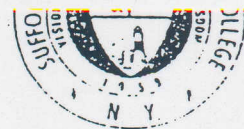
In order to clarify several situations that have developed recently regarding faculty absences, I would like to propose the following:

"On any occasion where a faculty member is absent from all or a majority of his/her normal teaching assignment, and where this absence is charged as a Union business day, he/she will also be excused for a related absence on that day in either day or evening overload classes. This same rule shall apply when a faculty member is absent due to travel at the request of the College for College business purposes.

When a faculty member's absence from his/her normal day teaching assignment is for personal reasons ("P" Day) or for travel that is of a contractual nature and not for College business purposes, a related absence from day or evening overload classes shall not be excused."

If you agree with this proposed clarification, please initial the attached copy and return it for our files. I will advise the appropriate administrators once we are in agreement.

If you have any questions on this proposal, please let me know.



Office of the President

NO. 290, Wednesday, September 15, 1982

TO: Guild Administrators

FROM: Steven Schrier, Admin. Asst. to Exec. Vice President

Mike Hawryluk, President, Guild of Administrative Officers

The Guild and the College have reached an understanding with regard to a policy on absences from divisional, area, and general faculty meetings. Such meetings constitute a professional duty which may only be excused for other professional obligations, such as approved conference attendance, Faculty Senate, Academic Assembly or Congress meetings, recognized committees, or scheduled union meetings.

Reasonable advance notice will be given for all divisional, area and general faculty meetings. These meetings need not occur on a fixed basis, though they will be called periodically or "as needed."

Administrators absent from a divisional, area or general faculty meeting, and not excused in advance for another professional obligation, should charge one-quarter day leave on their time card. Compliance should be assured by the administrator in an appropriate manner.

We believe this is a reasonable leave time charge and these additional guidelines should encourage a uniform and consistent policy.

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SUFFOLK COUNTY COMMUNITY COLLEGE