

PURPOSE

This Departmental Policy and Procedure Statement sets forth criteria and guidelines for Faculty Sick Leave Record Keeping operating within the Department of Respiratory Care.

1. [UPPS 04.04.30](#): Faculty Sick Leave Record Keeping
2. American Association of State Colleges and Universities, [The Core of Academe](#):
3. [Faculty Handbook](#), Texas State University-San Marcos.

POLICY

What to Record:

Faculty members earn sick leave and must report sick leave taken even if no classes were missed as required by the state of Texas ([Texas Government Code 661.203](#)).

1. Faculty must report sick leave for the actual time missed from carrying out their normal, negotiated workload responsibilities (teaching, research, and service).
2. Sick leave taken must be recorded in hours, including partial day absences.
3. For absences over a continuous period exceeding one day, the amount of time charged against sick leave should include each working day, except holidays. **Faculty must report all hours absent, not just hours on which classes were missed or taught by a substitute.** *For example, when a faculty member is ill for three days and is absent from their Monday and Wednesday classes and office hours, and is also unable to carry out normal research and service activities, the faculty member will use and report 24 hours of sick leave for the three-day period, even though there were no classes or office hours scheduled on Tuesday.*

When to Record:

1. Leave should be reported weekly, but no later than the end of the calendar month in which the leave is taken.

How to Report Sick Leave:

Record the time in SAP within one week of return from sick time.

SAP Procedure

- a. Login to SAP
- b. Select “Record Working Time” tile
- d. Select your current/active personnel assignment
- e. Select the appropriate week using the scroll forward/backward buttons
- g. In the rows with the arrows, click the arrow and select “Sick Leave”.
- h. Scroll over to the column for the appropriate day and enter the number of hours. (Time can be recorded in 15 minute increments using .25, .50, .75, 1.0)
- i. Click “Save and release” at top select of your screen

MAJOR RESPONSIBILTIES ASSOCIATED WITH THIS RC/PPS

Major responsibilities for routine assignments associated with this PPS include the following:

- 1. The Chair and the Personnel Committee of the Department of Respiratory Care shall review this PPS E2Y.

CERTIFICATION STATEMENT

This RC/PPS has been approved by the following individuals in his/her official capacity and represents Department policy and procedures from the date of this document until superseded.

Reviewer: _____ Date _____
Personnel Committee Representative

Approved: _____ Date _____
Department Chair