

CBA Tip: *Debiting Sick Leave*

When faculty are absent from their duties, they will be debited sick hours depending on whether they have worked any portion of the day or not. If you are absent, you are either debited a full 8 hours if you do NO work on a given day OR you are debited a half day, 4 hours, if you do any work in a day where you need to take partial leave. NOTE: Absence from NonContractual Assignments are debited differently.

For example, imagine you teach a morning class that meets for two hours and an afternoon class that meets for three. If you are absent from both classes and perform no other work (prep, grading, institutional service, etc.), then you would be debited 8 hours for that day. If, though, you come to campus and teach your morning class but then head home because you are unable to perform any other duties, you would be debited four hours. Please note that the District and FA will be reopening on this issue in the 2026/2027 academic year, so the process may change in the coming years.