

SOUTHEASTERN LOUISIANA UNIVERSITY
DEPARTMENT OF CHEMISTRY AND PHYSICS

DEPARTMENTAL POLICY ON ABSENCES FROM CLASSES AND
ASSIGNED RESPONSIBILITIES AND APPROVED TRAVEL

(Revised 9/10/03)

All faculty are required to meet classes for the requisite times and hold office hours as stipulated at the beginning of each semester. A professional attitude toward faculty attendance is expected of every faculty member in the Department of Chemistry and Physics. There are two occasions on which faculty may be required to be absent from campus during the time they have assigned duties. First, faculty are expected to attend and participate in professional activities such as conferences, conventions, and workshops, and these may conflict with other assigned duties. Second, the University of Louisiana System makes allowances for various types of leave such as sick leave. Departmental policy concerning absences includes the following.

General Statements:

1. Although the departmental secretary may volunteer to help in emergencies, it is your responsibility to make arrangements to have other faculty cover your classes.
2. Classes should never be dismissed if there are viable alternatives. Students must be given a meaningful form of instruction which complies with the course syllabus at the scheduled time.
3. When you ask faculty to cover your classes for you, please provide them with instructions on what activities you expect them to perform and what material you wish them to cover. You must do this in writing and provide the departmental office with a copy. See the attached copy of FACULTY ABSENCE FORM.
4. When you ask other faculty to cover your classes for you, remember that means you accept the responsibility of covering their classes at another time.
5. Any time classes are dismissed because you can not be present, you will be required either to use sick leave or to take leave-without-pay.
6. Office hours may be rescheduled as long as the information is clearly posted and provided to students.

A. To Attend a Professional Meeting:

If you know ahead of time that you need to be absent from classes to attend a professional meeting, you should make plans as follows:

1. Travel authorizations (TA's) for attendance at meetings are required to be submitted electronically at least two weeks in advance of the trip. Failure to do so may jeopardize approval of the TA.
2. Prior to the submission of your TA, you should send an E-mail or provide an itemization and justification for requested travel expenses to the departmental office. You must also fill out the Faculty Absence Form. This form is necessary for approval by the upper administration. Failure to do so will delay the approval of your TA.
3. You are required by departmental policy to submit a Travel Grant to the Research and Grants Committee if you are presenting at a meeting or to justify the need for the full amount of the travel if you are not eligible for a Travel Grant. You should plan ahead so that you can submit the Travel Grant before requesting departmental funds. In the fourth quarter, the department must assume the amount of the Travel Grant as that money can not be returned to the departmental budget. You must keep all original receipts, including a copy of the registration form and itinerary from travel agency if flying and turn in the Expense Account form within no less than one (1) month after the travel is complete.
4. If you are planning to drive any vehicle on University business, you must have completed the Defensive Driving Course offered through the Office of Safety. Otherwise, your TA will not be approved. There are no exceptions.

B. In the Event of Illness:

1. If you are ill and can not come to work, you must notify the departmental office at the earliest possible time. Remember that the office opens at 7:45 am daily.
2. If you can not find someone to cover your classes for you, you can use your sick leave. This may require a copy of the instructions you received either from your doctor or dentist or the emergency room or infirmary. In the absence of supporting documentation or when you have exhausted your sick leave, you will be required to take leave-without-pay.
3. If you must make a doctor's appointment when you are scheduled to teach, you must notify the departmental office and arrange for someone to cover your class.

C. Other:

1. The University of Louisiana System makes provision for other types of leave such as when you are summoned for jury duty or military service, a death in the family, etc. When it is necessary to use these types of leave, the same policies apply as stated above.