

McLennan Community College

POLICIES AND PROCEDURES

Reference:	F-V-a	Effective Date	1/30/2025
Subject:	Absence Report, Contract Employees		
Source:	Vice President, Finance & Administration		
Approval Authority:	President	Approval Date	1/30/2025
Approved by Leadership Team:	JEM:	MH:	CE: LW:
History:	Previously effective, replaced policy dated 11/01/2009		
Remarks:	Updated form and process.		

Exclusion

Teaching faculty members are excluded from the provisions of this procedure.

Procedure

Employee - Complete the "Contract Employee Absence Report" by the 5th day of the following month after the absence occurs. Contract employees should report all absences on this form. Exceptions to reporting absences may be approved by the supervisor as long as the minimum 40-hour work week has been performed by the employee. The report should be signed and forwarded to the immediate supervisor.

Supervisor - Review the report received from the employee, provide approval and forward to the Payroll Office by the payroll cutoff day of the following month after the absence occurs.

Payroll - Calculate the value of any excess sick leave, excess vacation or other non-compensated leave and process the adjustment against the current payroll. File the reports as part of the permanent payroll records.

Forms Used

"Contract Employee Absence Report" ADM #8