

## POLICIES AND PROCEDURES

Subject: Absence Report, Contract Employees Reference: F-V-a  
Vice President,  
Source: Finance & Administration Eff. Date: September 1, 2009  
Approval Auth: President Approved: \_\_\_\_\_  
Remarks: Replaces previous policy dated October 2, 2006.  
Date: September 11, 2009

### Exclusion

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

### Procedure

Employee - Complete the "Contract Employee Absence Report" by the 10th 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 15th of the month.

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 #7