



COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Absence Reporting, Monthly Professional Staff	DEC - I	1	08/26/2025

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Leaves and Absences	DEC	08/26/2025

PROCEDURE

1. Employee - Complete the "Employee Absence Report" by the 5th day of the following month after the absence occurs. Monthly professional 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.
2. 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.
3. 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.