HUMAN RESOURCES

WE ARE HERE TO SUPPORT YOU

West Valley-Mission Community College District

FACULTY ABSENCE FORM

DEPARTMENT: _____ NAME: _____

BANNER G #: _____ CAMPUS: ☐ Mission ☐ West Valley

☐ FT Regular Load ☐ FT Overload ☐ PT

Month Absent: _____ **Year:** _____

Please indicate contact hours or actual hours for non-instructional missed in the date boxes below. Sick leave deduction is based on employee's scheduled hours (not including office hours), actual hours missed and the load base of the faculty member's class(es) or assignment (see Article 28 of the WVMFT contract).

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Tot
Lecture																	0.00
Lab																	0.00
Non-Instructional																	0.00

Date	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tot
Lecture																0.00
Lab																0.00
Non-Instructional																0.00

Specific Reason for Absence/Check One:

☐ Illness/ Injury	☐ Work Related Illness/ Injury (Have Worker's Comp forms been completed?)	☐ Personal Necessity: Indicate a Specific Reason _____	☐ Jury Duty (Attach Jury Duty forms)
☐ Bereavement: Indicate Relationship _____ City/State of Deceased _____		☐ Conference (attach approved conference forms)	☐ Military

After three consecutive days of absence, the President or designee may require a statement from the member's physician that the member is able to fully perform job duties upon return from illness or injury leave.

If you are exchanging hours with another faculty member indicate their name (s) and the date(s) of the exchange:

_____

If another faculty member is substituting for you, indicate their name: _____

☐ Approved ☐ Not Approved ☐ LOA forms needed

_____ _____

Employee Signature ***Date***

_____ _____ _____ _____

Administrative Assistant/ Specialist Signature ***Date*** ***Dean or Designee Signature*** ***Date***

# of lecture hours	0	* multiplier		= hours deducted	0.0000	Total Deducted
# of lab hours	0	* multiplier		= hours deducted	0.0000	0.0000
# of non-instruc hrs	0	* multiplier	0.915	= hours deducted	0.0000	

DocuSign order:

Employee (sign) → Admin Specialist (sign)→ Dean (sign) → Faculty Specialists (Tina Leech –WVC, Danielle Ramirez-King –MC, cc-receive copies)

Last updated: 09/09/26-SV