

WESTCHESTER COMMUNITY COLLEGE  
75 Grasslands Road  
Valhalla, NY 10595

ADJUNCT/OVERLOAD SICK LEAVE

PLEASE COMPLETE AND RETURN TO THE DEPARTMENT CHAIRPERSON AS SOON AS POSSIBLE, AND NO LATER THAN TWO (2) WEEKS FOLLOWING THE ABSENCE. BE SURE TO PROVIDE THE DEPARTMENT CHAIRPERSON WITH A WRITTEN MAKE-UP PLAN.

**TODAY'S DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
(please print)

**In accordance with the Adjunct/Overload Sick Leave Policy\*,  
I was unable to teach the following:**

**REFERENCE # :** \_\_\_\_\_ **COURSE NAME:** \_\_\_\_\_

**DATE OF ABSENCE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**ROOM/LOCATION:** \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature) (Date)

\*\*\*\*\*  
I have received a written make-up plan for the above absence and will keep this plan on file until final grades are submitted.

\_\_\_\_\_  
(Department Chair Signature) (Date)

\*\*\*\*\*

\_\_\_\_\_  
(Associate Dean Signature) (Date)

\*See Adjunct Sick Leave Policy on reverse side of page

## Adjunct Sick Leave Policy

For the first session in each course for which an adjunct faculty member or (a Full-time faculty member on overload) calls in sick, no payroll action would be taken. If the Department does not elect to cover the class with a substitute teacher, the faculty member recognizes his/her professional responsibility to complete the entire syllabus in the course.

There are several conditions which apply:

1. This “sick day” applies to all semester-long credit, zero credit developmental and ESL courses. It does not apply to other non-credit classes, seminars, workshops, etc.
2. It applies to one class session per course. Subsequent absences in each course are treated as they have been in the past, with salary docked, unless a department approved makeup is accomplished.
3. The sick day is only good for the duration of that course; it cannot be banked for future use or cashed in if not used.
4. If a faculty member elects to make up the material missed on the sick day by holding an additional session at a mutually agreed upon time, there is no additional pay for the make-up session.
5. Each Division and its Departments will develop and present a procedure parallel to the tracking of sick days for full-time staff which the faculty member will need to use to participate in this benefit.
6. The adjunct faculty member will initiate the contact with the Chair and/or Department Secretary and/or the Division Office about the absence resulting from the illness.
7. The adjunct will submit to the Chair an Adjunct/Overload Sick Leave form and a written make-up plan (pending Chairperson approval) for the material missed.
8. If there is not enough time for the submission and approval of the plan and the form due to the last minute nature of the illness, then the hour(s) will be subtracted from the next paycheck and once the plan is approved and the form is signed the hours will be added back, in the next available pay period.
9. It is the sole responsibility of the adjunct to complete and submit the required written plan and the Adjunct/Overload Sick Leave Form.

Revised July 2005