



**MEMORANDUM**

To: TTU Faculty, Department Chairs, Area Coordinators, School Directors, and Deans

From: Michael Galyean, Provost and Senior Vice President 

Date: April 4, 2017

Re: Faculty Sick Leave Reporting

Recall that an internal audit examining faculty leave reporting during fiscal year 2016 found that only 6% of nine-month faculty reported sick leave. Also observed was a general lack of awareness regarding the requirements for faculty sick leave reporting.

In response to these findings, the Office of the Provost plans to communicate sick leave reporting requirements on a regular basis through email memoranda to department chairs, school directors, area coordinators, and their administrative assistants, and through meetings of Provost Council, Deans Council, and Associate Deans Committee. The requirement will also be stated as part of New Faculty Orientation, and included in the Faculty Handbook.

Faculty reporting of sick leave is statutorily prescribed:

Sec. 661.203. FACULTY AT INSTITUTIONS OF HIGHER EDUCATION. A faculty member at an institution of higher education as defined by Section 61.003, Education Code, must submit prescribed leave forms for all sick leave the faculty member takes if the absence occurs during the normal workday for regular employees, even if no classes are missed.

<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.661.htm>

The basic rule is this: Faculty are to report absences due to illness, injury, or pregnancy and confinement if not working during a period of 4-6 hours of the standard 8:00 AM — 5:00 PM workday, or if missing scheduled classes, meetings, or other events, when otherwise reasonably expected to be present or working, whether on campus or off. A faculty member who must miss work because of illness, injury, or pregnancy should notify his or her department chair or dean or cause him or her to be notified of this fact at the earliest practicable time. Upon return to work, the faculty member must submit the number of hours missed using the My Leave Reports link in the Employee tab on the Raiderlink portal. Department chairs, school directors, and area coordinators (or their proxies) are to monitor faculty leave reports and process approvals monthly.

Reporting sick leave is in the best interest of the faculty member by accurately accounting for time.

More information about employee sick leave is available on the [Human Resources website](#), via [email](#), and at 742.3650.

Thank you.