TO:   University Senate

FROM:  Jeff Ford, Chair
        Senate Rules Committee

DATE:  November 8, 2012

RE:  Proposal to update rules regarding absence from duty

WHEREAS, the current rule language includes weekend and holidays regarding approval by
the executive vice president and provost for certain absences longer than ten days;

WHEREAS, at its meeting on November 1, 2012 the Rules Committee unanimously approved
the following proposal clarifying how those days are counted;

WHEREAS, at its meeting on November 8, 2012 the Steering Committee unanimously
approved the following proposal;

NOW THEREFORE BE IT RESOLVED that the University Senate approves the proposed
clarification of the Rules of the University Faculty, and respectfully requests the concurrence of
the Board of Trustees, said proposal to be effective as approved by the Board of Trustees.

3335-5-08 Absence from duty.
Absence of any member of the teaching staff from ordinary service in the university, for any
cause other than sickness, must be with the knowledge and approval of his or her chair or
director and of the dean of the college, or, in the case of faculty assigned to a regional campus,
the dean and director of that campus. Absences and, if for longer than ten consecutive
business days, with the approval of must also be approved by the executive vice president and
provost. For faculty assigned to a regional campus, the dean and director of that campus and the
coordinating dean for regional campuses must also be notified and approve the absence. Sick
leave is granted on approval of the appropriate administrative official when notification is given
as soon as practicable, presumably on the first day of absence.
As amended:

3335-5-08 Absence from duty.

Absence of any member of the teaching staff from ordinary service in the university, for any cause other than sickness, must be with the knowledge and approval of his or her chair or director and of the dean of the college, or, in the case of faculty assigned to a regional campus, the dean and director of that campus. Absences longer than ten consecutive business days must also be approved by the executive vice president and provost. Sick leave is granted on approval of the appropriate administrative official when notification is given as soon as practicable, presumably on the first day of absence.