



**CERTIFICATED CONTRACT/ADJUNCT ABSENCE REPORTING FORM**

Today's Date

Legal/Full Name of Absent Employee

Is Employee Contract or Adjunct (Check Appropriate Box)      Contract       Adjunct

Date of Absence

Date of Corrected Absence (if applicable)

Type of Leave

Legal/Full Name of Substitute Used for Regular Assignment

Does the Instructor Have an Overload      Yes       No

Was the Instructor Absent for the Overload      Yes       No

Does Not Apply

Legal/Full Name of Substitute Used for Overload (if applicable)

**For Contract Absence Reporting**

Amount of Leave:	Full Day	<input type="text"/>	Partial Day	<input type="text"/>
Number of Hours Absent:	8	<input type="text"/>	4	<input type="text"/>
	10	<input type="text"/>	5	<input type="text"/>
	Other	<input type="text"/>	Other	<input type="text"/>

**For Overload and Adjunct Absence Reporting (from TAO)**

Class Hours:	<input type="text"/>
Number of Class Meetings:	14
Absence Hours Per Day:	3.9

**For Partial Overload and Team Taught Absence Reporting (from TAO)**

Class Hours:	<input type="text"/>
Number of Class Meetings:	14
Absence Hours Per Day:	3.9

Adjusted FTEF:	0.075
Section FTEF:	0.108
Percentage:	0.7
Absence Hours Per Day:	2.7

Contract instructor absent for a full day will be charged 8 hours for a 5/8 workweek, or 10 hours 5/8 workweek.  
 Contract instructor absent for a partial day will be charged 4 hours for a 5/8 workweek and 5 hours for a 4/10 workweek.