



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

Date: August 23, 2016

To: Department Chairs, Faculty

From: Office of Academic Affairs

Subject: Absence Policies and Procedures

Below is a summary of policies and procedures for reporting absences and conducting classes outside of the classroom or off campus.

For **any absence**, an instructor is required to:

- **STEP 1:** call the Office of Academic Affairs at 818-947-2326 during regular business hours (Monday – Thursday 7:30 a.m. – 8:00 p.m. and Friday 7:30 a.m. – 5:00 p.m.) or to the Absence Line at 818-947-2900 outside of the regular business hours allowing adequate time for the Office of Academic Affairs to notify students, **AND**
- **STEP 2:** call or email his/her Department Chair, **AND**
- **STEP 3:** fill out required form(s) – see links below.

Instructors must provide the reason for their absence and submit a signed Absence Certification/Request form to their Department Chair the following day. The Department Chair will initial the form and forward it to his/her supervising Dean within **ten** working days from the date of the instructor's absence.

If the instructor is absent for five or more consecutive days, the instructor must attach an Attending Physician's Statement form and have a licensed Physician/Other Practitioner sign the Absence Certification/Request form. Absences over 20 days also require a Leave of Absence Request form. The Absence Certification/Request form is also available in Academic Affairs, located in the Administration and Career Advancement Building, Suite 2401.

The Office of Academic Affairs will inform all students of the instructor's absence by posting on the classroom door a notification which students may sign. Instructors may also contact students directly after reporting their absence to the Office of Academic Affairs and Department Chairperson.

Substitutes

Arranging for anyone to informally cover a class, including proctoring an exam, is **not** permitted and does not exempt the absent employee from submitting an Absence Certification/Request form.

Class schedule times/days may not be altered to make up instructional hours. The instructor of record **must** be present during any activity, including presentations by guest speakers, during scheduled class times.

A paid substitute will not normally be provided for the first day an instructor is absent for a specific class. Department Chairs may request from their supervising Dean a substitute for **each subsequent class meeting** in which an instructor is absent. Once approved, the Department Chair shall notify Clifton Mar at marc@lavc.edu and the supervising Dean, with the name of the substitute assigned for each class. The substitute must submit the Instructor Absence and Substitute Summary form to Clifton Mar following each classroom substitute assignment. Each substitute must be a current employee who meets minimum qualifications for the class he/she is substituting and be prepared to provide instruction for the entire time the class is scheduled to meet.

Field Trips

Whenever students are required by the instructor of record to meet off campus during regularly scheduled classroom hours, the instructor must first submit to the Office of Academic Affairs an Instructor's Application for Excursion/Field Trip form. The instructor's application form must be completed and approved by the supervising dean at least **two weeks prior** to the trip. Students attending the field trip must complete an Excursion/Field Trip form and submit it to their instructor. The instructor collects and keeps the student Excursion/Field Trip forms and brings the forms with them on the field trip. Upon returning from the field trip, the instructor will turn in the student Excursion/Field Trip forms to the supervising Dean. Only students enrolled in the course may attend the field trip.

Personnel Guides

http://www.laccd.edu/faculty_staff/extranet2/forms.htm.

B 367 Substitutes

B305 Substitute Day to Day

B339 Substitute Salary

B443 Absence Return Policy

HR W 210-Absence Reporting, Faculty