



Title: ABSENCES AND SUBSTITUTION – FACULTY –
POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: September 1982
AMENDED: June 1994, November 2013

1. General

The following informs faculty of the policy and procedures with regard to Regular and Continuing Education teacher absences, class cancellations and substitution. Continuing Education teachers are referred to article 7 of this policy.

2. Regular Teacher Absences

2.1. Definition

Absences are defined as follows:

- a) Failure to be available to the College during the period of availability;
- b) Failure to be present at the College when the contractual duties of his or her workload so require.

2.2. Procedure

Teachers will notify their Department Chair and report their absences to their Sector Dean using the mechanisms provided at the earliest opportunity. They will then confirm their absence to the College by submitting a completed *Certificate of Absence Form*.

2.3. Foreseen absences

A *Certificate of Absence Form* is submitted to the Sector Dean in advance when the absence is foreseen.

2.4. Unforeseen absences

- a) In the case of unforeseen absences of short duration (less than 5 working days), the deadline for submission of the *Certificate of Absence Form* is two days from the date of return to work.
- b) In the case of unforeseen absences of a longer duration, written notice must reach the College within seven days after the first day of absence.

2.5. A *Disability Medical Report (DMR)*, available from the HR Department, is generally required when absences for illness extend beyond five working days. The College reserves the right to request a DMR at other times, and, in particular, to confirm the teacher is healthy enough to return to work after a period of absence due to illness.

2.6. If no *Certificate of Absence Form* is provided on time, then and until such time as the certificate is submitted, the absence will be reported as an unauthorized absence

without pay, and the teacher's pay will be adjusted accordingly.

2.7. Special Cases

a) Absences Due to Religious Observances

Teachers who are absent due to religious observances must report their absence by submitting a completed *Certificate of Absence Form*. For more information, please refer to the policy "*Absences Due to Religious Observances HR-10*".

b) Professional Activity Leaves

Leaves to participate in conferences or other professional activities require prior approval of the Sector Dean when the activity takes place during the period of availability. When granted, the first three days of absence are with pay. Teachers are on unpaid leave for any days taken beyond the third consecutive working day.

In exceptional circumstances, the Sector Dean may authorize a paid leave for any days taken beyond the third consecutive working day and the prior approval of the Academic Dean is required for any working days taken beyond the fifth consecutive working day.

2.8. Special Leaves

Absences covered by the special leave provisions of the collective agreement (marriage, death, moving day, etc.) are reported in the same manner as absences for illness. The number of days permitted cannot exceed the provisions of the collective agreement.

3. **Class Cancellations**

3.1. It is the responsibility of all faculty members to report their class cancellations using the mechanisms established by the Sector.

3.2. Class cancellations are considered as absences and the provisions of article 2 of this policy are applicable.

4. **Alternative Arrangements for Classes**

Teachers must report any short-term changes affecting time or location of classes to the Sector Dean's Office or as instructed by the Sector Dean. The details of such changes, as well as those which involve one teacher substituting for another in a class must have prior approval of the Department Chair and the Sector Dean. In the case where approved alternative arrangements have been made, there will be no impact on salary.

5. **Teacher Substitution**

5.1. Generally, substitutes are called in only for scheduled contact hours during the academic session. The Academic Dean may grant permission to call in substitutes at other times.

5.2. For all regular classes, there will not normally be a paid substitute on the first day of an absence. Substitutes are normally called upon for the second and third day of

absence. Substitution for intensive courses, clinical supervision and laboratory sessions are exceptions and will be eligible for substitution upon the first day of absence.

5.3. The Department Chair has the responsibility for calling in a substitute, preferably from among individuals cleared to be hired by the department. The Sector Dean approves the hiring of a substitute for absences greater than three days.

5.4. Special Case: Disciplines where teachers are on availability:

In disciplines with teachers on availability and not fully assigned for the year, departments must use these teachers to substitute as their first option. Substitutes may be hired in these departments only when (1) all the aforementioned teachers have teaching assignments and/or substitutions equivalent to the normal course load for that discipline, or (2) the course for which the substitution is required is scheduled in conflict with a course or substitution already assigned.

5.5. Notwithstanding articles 5.2, 5.3 and 5.4, the Sector Dean may, in exceptional circumstances, authorize the hiring of a substitute.

6. Payment of Substitutes

6.1. Short-Term Substitution

The Department Chair is responsible for completing the *Substitution Pay Form* on a weekly basis and submitting the form to the Sector Dean for approval by the Monday of the week preceding a pay week.

Substitutes will not be paid until the *Form* has been duly completed and submitted by the Sector Dean to the Administrative Services Department by the Monday prior to the pay week.

Substitutes are paid on an hourly basis in accordance with the provisions of clause 6-1.03 of the collective agreement.

6.2. Substitution of 10 Working Days or More

The replacement of a teacher whose absence exceeds or is expected to exceed 10 consecutive days will be posted.

The Chair shall submit a *Request to Post Form* to the Administrative Services Department. The replacement shall be posted as a part-time workload and the priorities for a workload under clause 5-4.17 b) of the collective agreement shall apply. The available workload will be calculated and paid in accordance with clause 6-1.02 of the collective agreement as of the eleventh (11th) consecutive day of substitution.

6.3. Additional Responsibilities

At the discretion of the Sector Dean, the substitute teacher may receive additional remuneration on an hourly basis for correction of students' work handed in prior to the substitute teacher's taking on the course in question or for other tasks related to the teaching duty. The number of hours will be agreed to between the Sector Dean and the substitute.

6.4. Substitution as of the First Day of the Semester

Notwithstanding clauses 6.1, 6.2 and 6.3 above, when the College is made aware, prior to the first day of classes of a given semester, of a teacher's absence that is expected to exceed five (5) working days, the substitution will be posted as an available part-time workload as of the first day of availability for the semester and the priorities of clause 5-4.17 b) of the collective agreement shall apply.

7. Continuing Education Teachers

Continuing Education teachers are not eligible for sick days under the collective agreement and as such their pay will be reduced for any absences incurred. Nevertheless the Continuing Education teacher who anticipates an absence must inform the appropriate Continuing Education Office of the absence and of the alternative arrangements that may arise as a result of such an absence.