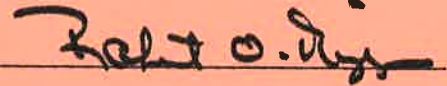


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: III:01:19 DATE: November 1, 1981SUPERSEDES POLICY NO.: N/A DATED: _____SUBJECT: Monitoring and Reconciling Report of Faculty Sick Leave

APPROVED: Robert O. Riggs, President



It is the policy of Austin Peay State University to maintain accurate records of faculty sick-leave usage in compliance with State Board of Regents Policy No. V:01:01:00 and Austin Peay Policy No. IV:02:05. To ensure the proper monitoring and reconciling of sick leave records for members of the faculty, the following responsibilities are established.

1. Absences due to illness or other appropriate uses of sick leave shall be reported promptly by the faculty member to the Department Chairman/Director, by means of the approved form.
2. Department Chairmen/Directors shall report to the appropriate office (Dean or the Vice President for Academic Affairs) each instance of faculty absence due to use of sick leave, by means of the approved form, upon receiving same from the faculty member. Further, it shall be a responsibility of Department Chairmen/Directors to ensure that all such absences are properly reported to the appropriate office by the last working day of each month. Approved forms must be submitted for unanticipated absences as soon as the faculty member returns.
3. It shall be a responsibility of Deans, Directors, and the Vice President for Academic Affairs, upon receipt (and verification of the appropriate leave category if it seems necessary) of a sick-leave report, to forward the Faculty Absence Form to the Business Office by the last working day of each month for proper posting of such absence to the faculty member's record.
4. Monthly print-out reports of accrual and use of faculty sick leave shall be checked for accuracy in the Dean's, Director's, or the Vice President for Academic Affairs' office by comparing the report with the absence forms received during the preceding month. Further, any inaccuracies in the printouts shall be reported in writing by that office to the Business Office before the printouts are sent out to the members of the faculty.