

**The FACULTY ASSOCIATION of Oklahoma City Community College**  
**Resolution Recommending Guidelines for a**  
**Uniform Policy for Faculty Applications for Sick and Personal Leave**

**WHEREAS**, the faculty of Oklahoma City Community College have experienced disparate treatment regarding the application for and awarding of sick and personal leave for many years, and

**WHEREAS**, disparate treatment of faculty regarding the application for and awarding of sick and personal leave results in inconsistent applications of policy, which could be construed as favoritism or discrimination, and which negatively affects morale, and

**WHEREAS**, there is no current policy in effect to ensure that all faculty applications for sick and personal leave are treated equitably regarding the awarding of sick and personal leave, then

**LET IT BE RESOLVED** that the Faculty Association, on behalf of the faculty of Oklahoma City Community College, strongly recommends that an equitable and uniform policy for the application and awarding of sick and personal leave requests be created and implemented, *with opportunity for faculty input and review before said policy becomes effective*, and

**LET IT BE FURTHER RESOLVED** that academic deans and/or supervisors adhere to the following guidelines regarding the awarding of leave:

1. Requests for sick leave will be granted according to the actual number of hours or parts of hours that a faculty member is responsible for working that day, up to a maximum of 8 total hours, to include scheduled on campus class time and/or lab and scheduled office hours missed (whether on campus or online), and
2. Requests for personal leave will be granted according to the actual number of hours or parts of hours that a faculty member is responsible for working that day, up to a maximum of 8 total hours, to include scheduled on campus class and/or lab time and/or scheduled office hours missed (whether on campus or online), and
3. Absences during committee meetings and/or special request assignments which do not fall within a faculty member's scheduled office hours (whether on campus or online) will not require an application for leave, and
4. By negotiated agreement between the faculty member and their immediate supervisor prior to the absence, faculty may be granted the opportunity to make up missed hours or parts of hours if the absence is during office hours or committee meetings, without a requirement for an application for leave, and

**LET IT BE FURTHER RESOLVED** that nothing in this resolution be construed as affecting current College policy regarding the accrual of sick and/or personal leave.

Respectfully submitted,

---

Dana K. Glencross

---

Date

Chair

Action: