

# Faculty Timecard for Oregon Sick Leave

**Employee Name:** \_\_\_\_\_

**Month and Year of Usage:** \_\_\_\_\_

Date	Hours Taken
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	

Date	Hours Taken
24	
25	
26	
27	
28	
29	
30	
31	

**Total Hours**      -

**FT & Ranked Faculty:** List 8 hours for one day sick, pro-rated for % of fulltime

**Traditional Adjunct Faculty:**

Calculate the number of sick hours by multiplying the *number of 50 minute class sessions missed* x 2.75. For example if one 50 minute class session is missed due to illness, place 2.75 hours (1 x 2.75 = 2.75) on the timecard for the date the absence occurred. If one 75 minute class session is missed due to illness, place 4.125 hours (1.5 x 2.75 = 4.125) on the time card for the date the absence occurred.

**ADP and Online Adjunct Faculty:**

Calculate the number of sick hours by multiplying the *number of classroom hours or on-line hours missed* x 2.75 hours. For example, if a four hour class is missed due to illness, place 11 hours (4 x 2.75 = 11) on the time card for the date the absence occurred.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

Timecard submissions are due into Payroll by the FIFTH WORKING DAY of the month. Faculty timecards should be submitted as follows:  
 ADP courses: Academic Services Office Manager. TRA courses: Executive Assistant to the VPAA.