Faculty Sick Leave Reporting

On the day of your absence, did you miss a class, office hours or a meeting (e.g., faculty, committee, task force)?

- **YES**: Report 8 hours of sick leave.
- **NO**: On the day of your absence, did you work on research, teaching or perform any service activities for 4 or more hours?
  - **NO**: How many hours did you work on research, teaching or service? If you worked X hours, report 8 – X hours of sick leave. Example: If you worked 2 hours, report 6 hours of sick leave.
  - **YES**: Do not report any sick leave.