

Sick Leave

Full-time faculty earn sick leave and are required to report their use of sick leave on Bengal Web using the Time Reporting block on the Employees page. Faculty report their time only for sick leave and only during the periods that they are on contract during fall and spring semesters. Sick leave should be reported only for the time that the faculty member would have been in class, office hours, or scheduled meetings.

Time reports are due on pay days (every other Friday). Questions about this process should be directed to the department Administrative Assistant.