Faculty

- Faculty complete an eBusiness monthly timecard, through UNI Employee Self Service, any month they have an absence such as sick leave, off duty, or military leave that are not otherwise reported via a Personnel Action Form.
- Sick Leave - Faculty record Sick Leave due to personal injury or illness including pregnancy related absences. A Faculty Member is on sick leave on any day on which she/he misses classes or other University obligations, or is absent from campus for half or more of a day due to injury, illness, or medical appointments, up to a maximum of 5 days any given week. Faculty may also use Sick Leave for Family Caregiving Leave. This may be used following the Faculty Member’s birth/adoptions of a child or to care for the Faculty Member’s spouse, child, domestic partner, or parent with an injury or illness. A Faculty Member may use up to fifteen days of Family Caregiving Leave per academic year. Full Time Faculty missing all of a day’s class time or University obligation will record eight hours of sick leave, regardless of the actual class/University obligation time missed. Part time Faculty, e.g. those on 50% Phased, would record a prorated number of sick leave hours, e.g. 4 hours if 50% FTE.
- Jury Leave – coded when a Faculty Member is absent from their duties for jury service.
- Military Leave – Faculty code Military Leave as approved under University policy 4.58.
- Off Duty – Faculty code Off Duty for absences not covered under the Faculty Handbook.