

FACULTY WTE GUIDELINES

FACULTY EMPLOYEES CLASSES ON WTE

F1-Full Time 10 Month Faculty

F2- Full Time 12 Month Faculty

F3- ¼ Faculty

NOT ELGIBLE FOR VACATION, COMP TIME , OR HOLIDAYS

(This is regular work hours)

ELIGIBLE FOR SICK, FURLOUGH, FMLA,JURY DUTY

FACULTY WILL SUBMIT A TIMESHEET FOR APPROVAL WITH NO ENTRIES IF WORKED FULL 2 WEEK PAY PERIOD.

SICK TIME, JURY DUTY, SABBATICAL, FURLOUGH , MEDICAL LEAVE NEED TO BE ENTERED

TIMESHEETS NEED TO BE SUBMITTED FROM SEPT 1 THROUGH JUNE 30 INCLUDING BREAKS

(SICK TIME, FMLA, AND SABBATICALS ARE RECORDED DURING THEESE PERIODS)