



MEMORANDUM

To: Faculty Senate Executive Committee
Cc: Sue Ott Rowlands, Provost and Vice President for Academic Affairs
From: Matthew Zacate, Faculty Senate President
Re: Recommendation to consider Faculty Handbook change to correct its description of faculty sick-leave record keeping.
Date: August 19, 2019

It has been brought to my attention that section 12.6 of the Faculty Policies and Procedures Handbook (*Faculty Handbook*) does not describe accurately how records of faculty sick-leave are kept. The following change to the last sentence of the first paragraph in section 12.6 is recommended to change the *Faculty Handbook* so it does describe the process accurately:

Current: Records regarding faculty sick-leave accumulation are maintained in the office of the Vice President for Academic Affairs and Provost.

Proposed new version: Records regarding faculty sick-leave accumulation are maintained in the office of Human Resources.