



## MEMORANDUM

To: Sue Ott Rowlands, Provost and Vice President for Academic Affairs  
From: Matthew Zacate, Faculty Senate President  
Re: Change to the Faculty Handbook to correct its description of faculty sick-leave record keeping  
Date: October 9, 2019

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Per your request, the Faculty Senate considered a change to section 12.6 of the Faculty Policies and Procedures Handbook to correct the description of how faculty sick-leave records are kept. The following change was approved by the Faculty Senate at its meeting on September 30, 2019.

The change is to the last sentence of the first paragraph in section 12.6.

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

to be replaced by

New text: **Records regarding faculty sick-leave accumulation are maintained in the office of Human Resources.**