The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the 'hand' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Community Colleges of Spokane ADJUNCT ACADEMIC EMPLOYEE LEAVE REPORT

Please submit leave form to supervisor the next working day following the day leave was taken. Leave balances are printed on an employee's paycheck stub. Leave accruals for the current guarter are added at the end of the guarter.

TOTAL TIME LEAVE	
CODE*	
Date	
Date	
Date	

Adjunct academic employees, excluding those teaching community service, are eligible for sick leave as follows:

Community service use leave code LWO.

Adjunct academic employees with quarterly contract assignments of 55 percent or more shall accrue sick leave at the rate of 6 percent of assigned contact hours per quarter, with a maximum accrual of 18 hours per quarter. Sick leave shall be accruable but noncompensable. Adjunct academic employees must have a contract assignment of 55 percent or more at least one quarter out of every four quarters including summer quarter in order to retain any sick leave accumulations. Use leave code NSL in this situation.

Annually contracted academic employees with adjunct contracts may utilize previously accrued compensable sick leave provided that when a substitute is required it will be at no additional cost to CCS. Use leave code CSL in this situation and use this leave form.

LEAVE CODES

ADJUNCT WITH 55 PERCENT LOAD OR GREATER NSL Noncompensable sick leave LWO Leave without pay CSL Compensable sick leave LWO Leave without pay LWO Leave without pay LWO Leave without pay

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Marketing and Public Relations

^{*}See below for leave codes