THE ENGLISH LANGUAGE CENTER
GUIDELINES FOR ABSENCES AND CLASS COVERAGE

Article 14. 8: “Adjunct classroom teachers may be excused for personal illness or personal emergencies including religious observance, death in the immediate family or similar personal needs which cannot be postponed for a period of 1/15 of the total number of clock hours in the particular session or semester. Request for such leave, where possible, must be made in advance in writing. If it is not possible to make such a request in advance, the coordinator should be informed as soon as possible. The reason provided must be satisfactory to the coordinator.”

1. Absences are the responsibility of the teacher and must be handled in a responsible and professional way.

2. All absences, whether planned or emergencies, must be communicated to the program coordinator and/or The English Language Center.
   - For planned absences: a written plan of coverage to the program coordinator at least a week in advance (using the Class Coverage form)
   - For emergencies: try to contact someone directly and do not just leave a telephone or email message:
     * General Office Number: 718-482-5360
     * Internal Office Number: 718-482-5127
     * John Een: 718-482-5375 jeen@lagcc.cuny.edu
     * Abdou Hannaoui: 718-482-5374 hannaoua@lagcc.cuny.edu
     * Victoria Badalamenti: 718-482-5363 badalamv@lagcc.cuny.edu
     * Liz Iannotti: 718-482-6052 eiannotti@lagcc.cuny.edu

3. Instructors may ensure classes are covered in one of the following ways:
   a) Canceling the class and making it up at a later date or by adding time to the remainder of classes. Students must be informed of the proposed method of coverage in writing (and must sign their names) before the canceled class date
   b) Switching with a colleague
   c) Finding a substitute for the missed class (refer to the TELC sub list given to you or on the Faculty website)

4. Except in emergency situations, substitutions are not allowed during the first and last week of class.

5. Substitutes must be current or former TELC teachers, preferably those working in the same program.

6. Compensation for substitutes above the 1/15 allowable maximum will be reflected on the teacher’s timesheet at the end of the quarter.

7. Long term unplanned absences due to sickness, personal matters, etc. will be attended to on a case-by-case basis.

8. Non-compliance with the policies stated above may result in non-approval of the substitution reimbursement.