

Adjunct Sick and Safe Leave Information and Reporting Process

Accrual Information:

Adjuncts accrue Sick and Safe time at a rate of 1 hour per 30 hours worked, with a maximum accrual of 80 hours.

This calculation will be based on the number of TEUs an adjunct has.

On average, adjuncts work 2.5 hours per week per TEU.

Therefore, the **accrual calculation** will be:

$2.5 \text{ hours} * \text{number of TEUs} * 4 \text{ weeks} = \text{number of hours worked in a month.}$

$\text{Number of hours worked in a month} / 30 \text{ hours} = \text{Sick and Safe Time accrual per month.}$

Here is an example:

An adjunct has 3 TEUs. That means they will be working 10.5 hours per week (2.5 hrs * 3 TEUs) which equals 42 hours per month (10.5 hrs * 4 weeks). This means they will accrue 1.4 hours of sick and safe leave (42 hrs / 30 hrs). Adjuncts will see the hours they have accrued in their employee dashboard.

Reporting Instructions:

When adjuncts need to take time off due to the reasons outlined in our [Sick and Safe Leave Policy](#), they should:

- Ensure they have accrued the hours to utilize the leave
 - They should look in their employee dashboard at the top. The Employee Dashboard is found by going to the [Employee tab](#) in MyBethel. They can see in the Leave Balances block the time they have available.
- Communicate with their department chair or program director if they need coverage for any classes
- Mark the hours they are utilizing on the [Adjunct Leave Report](#) (found on the forms page of the People and Culture website). They should then sign the leave report.
- Send the Adjunct Leave Report to their Department Chair/Program Director
- The Department Chair/Program Director will approve the Adjunct Leave Report and send it via email or intercampus mail to the office of People and Culture.