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:

\[
2.5 \text{ hours} \times \text{number of TEUs} \times 4 \text{ weeks} = \text{number of hours worked in a month.}
\]

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

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.