

Title	: Full-Time Faculty Participation in Orientation, Registration, and End-of-Year Activities	
Number	:	4640.00
Approved	:	01/10/19
Reference	: GCCCD 4310.03	

Full-time faculty and staff are expected to participate as directed in orientation, registration and end-of-year activities including commencement. If for reasons other than illness or administrative assignment a full-time faculty or staff person directed to participate in these activities feels his/her absence is necessary, a written memo shall be given to the Chief Academic Officer with copies to the Division Chairperson and the College President setting forth the reasons for the requested absence.

If such absence is allowed, a deduction will be made from the employee's next paycheck in an amount equal to the employee's daily rate of pay multiplied by the number of days allowed.

