



Faculty Class Cancellation Procedure

Purpose:

This procedure is to define the procedure that is to be followed by faculty who need to cancel class at any time during the semester.

Procedure

Faculty member must notify Faculty Administrative Assistant and Vice President of Academics or academic dean as soon as reasonably possible.

Adjunct instructors who teach less than five (5) credits in a semester do not accrue sick or personal leave. When a class is missed, a pro-rated portion of pay will be deducted for the missed day(s).

Temporary part-time instructors who teach five (5) or more credits in a semester accrue a pro-rated amount of sick and personal leave. TPT instructors must use accrued leave for missed classes. Leave for missed classes must be entered in Workday. *

Unlimited full-time instructors (thirty credits per academic year) accrue sick and personal leave. UFT instructors must use accrued leave for missed classes. Leave for missed classes must be entered in Workday. *

*TPT and UFT Instructions for entering leave in Workday

Access Workday (<https://www.myworkday.com/minnstate/login-saml2.html?selectedRoleId=0163>) to enter, edit, and/or delete leave requests for missed classes, and to view leave activity and balances.

Enter a Leave Request

To enter a new request for time off in Workday, click on the “Absence” app under menu:

1. Choose “Request Absence”.
2. Choose the date or dates by clicking on them on the calendar.
3. Click on “1 day – Request Absence” button.
4. Choose the Leave Type from the drop-down menu.
5. Enter the amount of time requested per day. (Faculty request leave in half or full days. “Day” is determined by if you miss all your scheduled hours for that day - full or only part of your scheduled hours – half.)
 - Time may be changed to half day (.5) by clicking on the “edit quantity per day” button.

6. Enter comments. Comments are required for leave requested more than 2 pay periods in the past, or for Bereavement Leave.
7. Click on the **Submit** button.

Excessive class cancellations may lead to progressive discipline, up to and including termination.

For questions or further clarification, please contact:

Payroll
(218) 879-0860

Human Resources
(218) 879-0879 or (218) 879-0866

List Related Policies, Procedures or Forms:

None

Date Procedure was Originally Adopted: Unknown
Responsible Division/Author: EHRO
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