

APPLICATION FOR PAID PARENTAL LEAVE (Faculty)
(Maximum of 30 Workdays)

Please review Sections A, B, C, and D when completing this form

Section A:

Name of Applicant: _____ CSUN ID: _____

Email Address: _____ Department: _____ College: _____

30-Day Period of Leave Requested: _____ OR Complete Section B below.
Begin Date End Date

Anticipated date of birth (or arrival) of child: _____

Please Note: A leave of absence without pay restricts faculty from accepting any additional CSU work for the duration of the leave.

Section B:

Parental Leaves are referenced in Articles 23.4-23.6 of the Faculty Collective Bargaining Agreement (CBA). These Articles allow for flexibility in how parental leaves are implemented. The CSU recognizes that the nature of work carried out by faculty unit employees makes leaves of less than one (1) academic term challenging to accommodate. In order to minimize disruptions of the academic program and impacts on students, the following options are available:

- a. Intermittent (non-consecutive workday) Leave. "A bargaining unit employee shall be entitled to a maximum of thirty (30) days of parental leave...Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child." (Article 23.4)
- b. Leave Sharing. "When a faculty unit employee is eligible for a parental leave and his/her spouse or partner is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s)." (Article 23.6.a)
- c. Workload Reduction in lieu of parental leave. "Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee with an academic year appointment may be given a reduced assignment over one academic term in lieu of a thirty (30) day parental leave, as follows: A workload reduction of forty percent (40%) (6 WTUs for one semester)." (Article 23.6.b)

(continued)

Section B (continued) Leave Flexibility Requested:

Intermittent Leave (List schedule; attach a signed memo with Dean's approval) _____

Leave Sharing (Name spouse/partner, campus, and describe details of Leave Sharing; attach a signed memo with Dean's approval) _____

Workload Reduction (Describe reduced assignment, academic term; attach a signed memo with Dean's approval) _____

Section C:

Extension of Probationary Period:

1. Is applicant a probationary faculty member? Yes _____ No _____
2. If No, skip to Section D
3. If Yes, does applicant want to be considered for extension of probationary period? Yes ____ No ____
(If Yes, Applicant must request an extension separately from this form, see Article 13.8 below)

Article 13.8 Upon the request of a faculty unit employee to the President made no later than thirty (30) days prior to the beginning of the academic term in which s/he is scheduled to return to work, his/her probationary period may be extended for one (1) academic year for...a leave of absence for pregnancy/birth or adoption.

Section D:

Signature of applicant _____ Date _____

[Forward/Email to Department Chair(s)]

Signature of Department Chair(s) _____ Date _____

[Forward/Email to College Dean(s)]

Signature of College Dean(s) _____ Date _____

[Forward/Email to Associate Vice President for Faculty Affairs]

Signature of AVP, Faculty Affairs _____ Date _____

Comments: _____

Distribution: Human Resource Services Faculty Affairs Applicant
College Dean(s) Department Chair(s)