

APPLICATION FOR PAID PARENTAL LEAVE (Faculty)
(Up to 50 Workdays)

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

Section A:

Name of Applicant: _____ CSUN ID: _____

Email Address: _____

Department: _____ College: _____

Up to 50-Day Period of Leave Requested: Begin Date: _____ End Date: _____

OR Complete Section B below

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

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 up to fifty (50) 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 thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date 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. “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 sixty percent (60%) (9 WTUs for one semester).” (Article 23.6.b)

(continued)

Application for Paid Parental Leave
Office of Faculty Affairs

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 (Identify term, describe reduced assignment (including number of units), and indicate whether sick leave has been requested for any portion of the leave by identifying how many units sick leave will cover. Note: You will need to confirm eligibility to use leave credits with Human Resources, Benefits Administration.

Section C Extension of Probationary Period:

1. Is applicant a probationary faculty member? ☐ Yes ☐ No *If No, skip to Section D*

2. If Yes, does applicant want to be considered for extension of probationary period? ☐ Yes ☐ No
(Applicant may 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 (Signatures)

Applicant: _____ **Date:** _____
[Forward to Department Chair(s)]

Department Chair(s): _____ **Date:** _____
[Forward to College Dean(s)]

College Dean(s): _____ **Date:** _____
[Forward to Associate Vice President for Faculty Affairs]

AVP, Faculty Affairs: _____ **Date:** _____

Comments:

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