

## **GUIDELINES FOR APPLICATIONS FOR FULL-TIME OR PART-TIME LEAVES OF ABSENCE WITHOUT PAY**

Faculty members requesting full-time or part-time leaves of absence without pay must complete the “Application for Leave of Absence Without Pay” form. Applications for leaves of absence should be submitted prior to the academic term in which the period of leave is requested.

Eligibility for service benefits (credit toward service salary increase eligibility, credit toward probationary service, and credit toward sabbatical leave eligibility) shall be determined in advance of the leave. The application form incorporates the request for leave with the request for service benefits. Faculty members are referred to Article 22 of the Faculty Collective Bargaining Agreement for information related to the accrual of service benefits while on a leave without pay.

There are two types of leave and three general categories of service benefits. A professional leave without pay is for the purposes of research, advanced study, professional development, or other purposes of benefit to the campus. All faculty seeking a leave for professional purposes, except those who are above the service salary maximum in their rank during the period they would be on leave, will receive credit toward service salary increase eligibility. Full-time faculty requesting a professional leave are eligible for credit toward a sabbatical leave eligibility or, if tenure-track, toward their probationary period. Please note that no more than one (1) year of credit towards a service salary increase or a sabbatical leave may be granted for any leave and extension(s) thereof.

If any credits have been recommended, the faculty member, upon return from a professional leave, must complete a “Report of Activities During Leave of Absence Without Pay” form and submit such report (which will become part of the Personnel Action File) to the Associate Vice President for Faculty Affairs, who will determine whether the leave was used in accordance with the approved leave plan. The Associate Vice President for Faculty Affairs shall consult with the College Dean in cases where there appears to have been a deviation from the leave plan. Such a report must be submitted no later than one calendar year after the faculty member returns to active service.

A personal leave without pay is for the purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave, or other purposes of a personal nature. Part-time faculty seeking a leave for personal purposes, except those who are above the service salary maximum salary in their rank during the period they would be on leave, will receive credit toward a service salary increase. Full-time faculty, seeking a leave for personal purposes shall not receive credit towards service salary increase eligibility, sabbatical leave eligibility, or, if tenure-track, toward their probationary period. Please note that faculty on leave are restricted from accepting any additional CSU work for the duration of the leave.

After completing the application, the faculty member should submit the form to the Department Chair, who acts on the request and forwards the application to the College Dean. The Chair should consult with the Office of Faculty Affairs if the request comes from a probationary faculty member.

The College Dean grants or denies the leave request. If the leave is granted, the College Dean will forward the application with further recommendations to the Associate Vice President for Faculty Affairs, who acts upon the eligibility for service benefits and notifies all parties of the action taken.

## APPLICATION FOR LEAVE OF ABSENCE WITHOUT PAY

Name of Applicant \_\_\_\_\_ Employee ID# \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

Period of Leave Requested: Fall \_\_\_\_\_ Spring \_\_\_\_\_ or Academic Year \_\_\_\_\_  
**(Leaves may be requested for up to two years)**  
 (year) (year) (year)

Other \_\_\_\_\_

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

Check One:

Personal Leave

Professional Leave\*\*

\*\*Statement in support of request required. Indicate how the leave will be utilized, what goals will be pursued, and how these efforts will benefit the University. Please attach to application.

Check One:

Full-time Leave

Part time \_\_\_\_\_

(% of Leave Requested)

<i>For Professional Leaves of two or more years (including extensions)</i>		YES	NO
Benefits Requested: <b>(see Article 13.7 of the Unit-3 Faculty Collective Bargaining Agreement)</b>	<b>Credit toward Tenure:</b> Request for one (1) year extension of probationary period	<input type="checkbox"/>	<input type="checkbox"/>
<b>Credit contingent upon filing "Report of Activities During Leave of Absence Without Pay" form upon return from leave.</b>			

**NOTE:** If LWOP occurs during Fall semester, applicant will not receive a paycheck for the following August. Consult Human Resources, Benefits Administration Office for effect on subsequent September benefits and benefits while on leave. If a full-time LWOP is requested, applicant should be aware that health benefits will only be available on a self-pay basis.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**(Forward to Department Chair)**

Leave Recommended: Yes \_\_\_ No \_\_\_ If leave denied, state reasons \_\_\_\_\_

Signature of Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**(Forward to College Dean)**

Leave Granted: Yes \_\_\_ No \_\_\_

If leave denied, state reasons \_\_\_\_\_

Signature of College Dean \_\_\_\_\_ Date \_\_\_\_\_

**(If leave request granted by Dean, forward to Associate Vice President for Faculty Affairs for granting of credits)**

**RECOMMENDATION OF ASSOCIATE VICE PRESIDENT FOR FACULTY AFFAIRS**

Credit toward S.S.I. \_\_\_\_\_ Credit toward Tenure \_\_\_\_\_ Credit toward Sabbatical \_\_\_\_\_ Leave Report Needed \_\_\_\_\_

Signature of Associate Vice President, Faculty Affairs \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

For Faculty Affairs Use:  
 Distribute one copy to: Applicant Department Chair Dean Faculty Affairs Human Resources (original)