



DIVISION OF ACADEMIC AFFAIRS  
 OFFICE OF FACULTY AFFAIRS & DEVELOPMENT  
 1000 EAST VICTORIA STREET, WH B-368  
 CARSON, CALIFORNIA 90747  
 PHONE: (310) 243-3766

## ADDITIONAL/OUTSIDE EMPLOYMENT DURING LEAVE REQUEST FORM

**PLEASE ATTACH A COPY OF THE APPROVED LEAVE PROPOSAL TO THIS FORM**

**Applicants must submit the completed form to the Office of Faculty Affairs and Development.** Please send the form directly to Mrs. Dianne Vogel at [ddavila@csudh.edu](mailto:ddavila@csudh.edu).

Once approved, a copy of the completed form will be forwarded to the Department Chair/Unit Head and the Dean or Appropriate Administrator.

**Additional Employment** = any employment compensated by CSU, funded by the general fund or non-general funds including CSU auxiliaries, that is in addition to the primary or normal Employment of a faculty unit employee, ([CBA Article 36](#)).

**Outside Employment** = other Employment, ([CBA Article 35](#)).

Sabbatical Leave (CBA Section 27.8)

Difference In Pay Leave (CBA Section 28.14)

Name: \_\_\_\_\_ College: \_\_\_\_\_

Department: \_\_\_\_\_ Period and Type of Leave: \_\_\_\_\_

Organization where additional employment is sought: \_\_\_\_\_

Amount of time to be worked and amount of remuneration requested: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor phone and email: \_\_\_\_\_

Describe the specific activities for which you are requesting to be paid and address how the additional/outside Employment will impact the leave and its outcomes (attach additional pages if necessary): Max characters 250

Describe any other pertinent information and/or conflicts that additional/outside Employment may have with CSUDH or other agencies (attach additional pages if necessary): Max characters 250

If CSU additional employment, does total workload exceed 125%? (CBA Section 36.4)

Yes                      No

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**President's Comments (attach additional pages if necessary): Max characters 250**

Recommend:              Yes                      No

President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_