

## APPLICATION FOR LEAVE OF ABSENCE (NON-MEDICAL) FOR FACULTY

**Instructions:** If you are requesting a leave of absence for family care and medical reasons **DO NOT** complete this form. Please contact the Payroll Services and Benefits Office at (310) 243-3769 for further assistance.

Complete this application if the reason is non-medical and provide all requested information. Submit your application and all supportive information to your Chair for review and recommendation. Forward to the Dean or appropriate administrator for recommendation. Once it has been signed by the department chair and college dean, please submit completed application to the Office of Faculty Affairs and Development (WH B368). For further information, please call (310) 243-3766.

### A. EMPLOYEE INFORMATION

Name:		Date:			
Department:		College/Division:			Rank:
Employment Status:					
(check one)	Full-Time	Part-Time			
(check one)	Faculty	Counselor	Librarian	Coach	
(check one)	Tenured	Tenure-track	Temporary	FERP	Other
Previous leaves of absence (dates and types) with or without pay:					

### B. LEAVE OF ABSENCE INFORMATION

Reason for Non-Medical Leave:	
Personal Leave (without Pay)	Professional Leave (without Pay)*
*Attach brief description of purpose. Include a detailed plan of the research, advanced study, professional development, or other project and a statement of the resulting benefits to the University and students. Refer to CFA/CSU CBA, Articles 22.24-22.27.	
Dates of Proposed Leave:	
Fall 20 _____	Spring 20 _____ Academic Year 20 _____ -20 _____
Other: From _____ To _____	
Full Leave	Partial Leave (Indicate below the fraction of leave requesting.)
Time Base Leave: _____/15 time base	
Request for Extension of Current Leave:	Yes No
Request for Extension of Probationary Period: Yes No (Refer to CFA/CSU CBA, Articles 13.7-13.13)	
Request for Early Return Date:	Yes Date: _____

Employee (Applicant Name): \_\_\_\_\_

Date: \_\_\_\_\_

The employee requesting a leave of absence without pay is advised to become fully aware of the conditions of the leave. Information can be found in the CFA/CSU Collective Bargaining Agreement (CBA) for Unit 3. The following are some key provisions for the applicant to keep in mind.

**Length of Leave:** An eligible faculty unit employee may be granted a leave of absence without pay for a specific purpose and length of time, such as one (1) semester, one (1) year, shorter periods of time, or up to two (2) years. An extension may be granted up to one (1) year at a time (CBA 22.3).

**Personal Leave of Absence:**

- Faculty unit employees shall be eligible to submit a written application for a leave of absence without pay (CBA 22.1).
- Personal leaves are for purposes of unpaid sick leave, outside employment, parental, family care leave, or other purposes of a personal nature (CBA 22.8). **For family care and medical leaves, DO NOT complete this application. Contact the Payroll Services and Benefits Office at (310) 243-3769 for assistance.**
- Employees on a personal leave do not accrue service credit toward sabbatical eligibility, difference-in-pay eligibility, service salary increase, or seniority except as provided in Article 22.22 and 22.23 of the CBA (CBA 22.8).

**Professional Leave of Absence:**

- Faculty unit employees shall be eligible to submit a written application for a leave of absence without pay (CBA 22.1).
- Professional leaves are for purposes of research, advanced study, professional development, or other purposes of benefit to the campus (CBA 22.24).
- A faculty unit employee on a professional leave of absence without pay shall, when otherwise eligible, accrue service credit toward sabbatical eligibility, difference in pay eligibility, service salary increase eligibility and seniority. Such accrual of service credit toward sabbatical eligibility and difference in pay eligibility shall be for a maximum of one (1) year per sabbatical eligibility period. Such accrual of service credit toward service salary increase eligibility shall be for a maximum of one (1) year per professional leave of absence without pay and extensions thereof (CBA 22.25).
- Accrual of service credit shall be forfeited if conditions of the leave are not met (CBA 22.25).
- The completed Application for Leave of Absence (Non-Medical) for Faculty form must be submitted to the department chair/unit head and dean or appropriate administrator in a timely manner.
- The leave of absence of a temporary faculty unit employee eligible for such leave pursuant to CBA Article 22 shall terminate upon the expiration of that employee's temporary appointment (CBA 22.27).
- **The faculty unit employee must submit a report on the professional leave upon return from leave of absence.**

**Extension of Probationary Period:** Faculty may request an extension of the probationary period due to a leave of absence. An extension of the probationary period when the employee is on a personal leave of absence without pay pursuant to provision 22.8 for one (1) or more full academic years. A one (1) year extension of the probationary period when the employee is on a professional leave of absence without pay for two (2) or more academic years. For more information, please consult Article 13.7-13.13 of the faculty Collective Bargaining Agreement or contact the Office of Faculty Affairs and Development at x3766.

**Early Return from Leave:** A faculty unit employee who is on a leave of absence without pay shall not return to active pay status prior to the expiration of such a leave without written approval (CBA 22.6).

A faculty unit employee on a leave of absence without pay shall notify the Dean or Appropriate Administrator no later than **April 1** of his/her intention to return to duty at the beginning of the academic year or no later than **October 1** of his/her intention to return to duty at the beginning of the Spring term or Winter quarter (CBA 22.7).

The employee will need to complete the Application for Leave of Absence (Non-Medical) for Faculty form.

**Benefits:** A faculty unit employee on a leave of absence without pay for more than fifteen (15) working days may opt to continue his/her health and dental benefits at his/her own expense. An employee on a leave of absence without pay for fifteen (15) working days or less shall receive health and dental benefits as provided by the CSU in the same manner as when the employee was on pay status. However, if the employee's payroll warrant amount is insufficient to cover payroll deductions necessary to cover or continue health and dental insurance premium payments above the CSU contribution, the employee shall be responsible for direct payment of the total premium (CBA 22.5). **Consult with the Payroll and Benefits Office to obtain information about the financial impact of continuing benefits while on leave without pay and any other voluntary payroll deductions.**

Employee (Applicant Name): \_\_\_\_\_

Date: \_\_\_\_\_

**C. EMPLOYEE ACKNOWLEDGEMENT OF LEAVE DATES**

I agree to the provisions above and University conditions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**D. APPROVAL RECOMMENDED FOR LEAVE OF ABSENCE WITHOUT PAY (NON-MEDICAL)**

(As appropriate per division.)

Yes

No

\_\_\_\_\_  
Department Chair/Unit Head

\_\_\_\_\_  
Date

If professional leave is recommended, provide reason and any conditions (if denied, provide reason): \_\_\_\_\_  
\_\_\_\_\_

Yes

No

\_\_\_\_\_  
College Dean/Appropriate Administrator

\_\_\_\_\_  
Date

If professional leave is recommended, provide reason and any conditions (if denied, provide reason): \_\_\_\_\_  
\_\_\_\_\_

**E. APPROVAL GRANTED**

Yes

No

\_\_\_\_\_  
President/Vice President/Designee

\_\_\_\_\_  
Date

If professional leave is granted, provide reason and any conditions (if denied, provide reason): \_\_\_\_\_  
\_\_\_\_\_

**Form distribution:**

If **APPROVED**, file original application (for professional leave only) in PAF.

Send copy of application (only) to: Applicant, College Dean, Academic Resource Manager, Human Resources Management

If **DENIED**, file original application (for professional leave only) in PAF.

Send copy of application (only) to: Applicant; College Dean, Academic Resource Manager