



## **LEAVE INFORMATION SHEET**

### **Return Requirements**

You are required to return to full-time employment at San Francisco State University (or elsewhere in the CSU System) for the equivalent of one term for each term of leave.

### **Bond/Statement of Attachable Assets Requirements**

Per the collective bargaining agreement, final approval of leave of absence with pay will not be granted until you have filed a suitable bond indemnifying the State of California against loss in the event that you fail to render the one semester of service following the leave of absence. The bond shall be in the amount of the total salary computed to become due to you during the leave of absence. An alternative to the filing of a bond is to submit a statement of attachable assets (Waiver of Bond) showing your capacity to indemnify the state against your failure to render the required service following your leave. The bond or statement of attachable assets will be filed in the Office of Faculty Affairs and Professional Development with your original application. Copies of this statement will remain confidential. Enclosed is a copy of the Bond/Waiver of Bond form.

**YOU MUST SUBMIT THIS DOCUMENTATION BY MARCH 4, 2016.**

### **Modification**

Your leave project must be carried out essentially as outlined in your approved application. If at any time before or during the leave you wish to modify your plan, an advance written request must be submitted from the chair and the dean to the Provost and Vice President for Academic Affairs and approved by him/her.

### **Compensation**

Regulations restrict the earnings which you may receive while on leave. Additional compensation may be accepted as provided by the J. William Fulbright Foreign Scholarship program or if the funds are payment for travel expenses or expenses directly connected with research done during the leave. Approval of the Provost and Vice President for Academic Affairs is required for any other compensation. Your request to accept additional and/or outside employment should be submitted in writing to the Provost via the Dean of Faculty Affairs and Professional Development.

### **Activity Report**

Upon return from your leave, a report of your activity must be submitted to the President, Provost, and Faculty Affairs by the sixth week of the semester following the leave with copies to your department chair/school director and college dean/university librarian. The report should certify the completion of the project as originally proposed, or as modified with approval, and specify the manner in which the project benefits the University and its students. The report should specify the value of the project to other institutions and/or the general welfare. Ordinarily, the report should be two to four typewritten pages. In addition to the final report, you must submit a 100 word abstract of your project for possible use in various University publications.

### **Cancellation/Rescheduling**

If you wish to cancel or change the semester(s) of your leave, please notify the Provost via Faculty Affairs at the earliest possible date in writing after obtaining the approval of your department chair/school director and college dean/university librarian.