



REQUEST FOR LEAVE OF ABSENCE WITHOUT PAY

(For faculty only – Please see following page for definitions and guidelines)
June 2013

TO BE COMPLETED BY FACULTY MEMBER

Name: _____ Rank: _____

School/Department/Unit: _____

Check one: Tenured Tenure Track, Current probationary year, circle one: 1 2 3 4 5 6
Do you wish to request to extend your probationary period for one year? Yes No
(If yes, submit the Request to Extend the Probationary Period form found on the Faculty Affairs web site)
 Temporary

Check one: New Request Extension of Current Leave

Check one: Full Partial, percent of time base requested as leave: _____

Check one: Academic Year (_____ year) Fall (_____ year) Spring (_____ year) Other, from _____ date to _____ date

Check one: Request for Personal Leave without Pay Maternity/Paternity
 Unpaid sick leave
 Family care leave
 Outside employment
 Other

Request for Professional Leave without Pay Research
 Advanced study
 Professional development
 Other

Additional information about purpose of leave (Attach additional page if necessary or preferred):

Faculty Signature: _____ Date: _____

N.B. Please contact the Human Resource Benefits Division to obtain information about the financial impact of continuing benefits while on leave without pay. All signatures below are required in order to process your request.

TO BE COMPLETED BY DEPARTMENT CHAIR/UNIT DIRECTOR

Recommend Approval: Yes No Comments: _____

Signature: _____ Date: _____

TO BE COMPLETED BY COLLEGE DEAN/UNIVERSITY LIBRARIAN/ADMINISTRATOR

Recommend Approval: Yes No Comments: _____

Signature: _____ Date: _____

TO BE COMPLETED BY DEAN OF FACULTY AFFAIRS & PROFESSIONAL DEVELOPMENT

Recommend Approval: Yes No Comments: _____

Signature: _____ Date: _____

TO BE COMPLETED BY UNIVERSITY PROVOST, ACADEMIC AFFAIRS

Approved: Yes No Comments: _____

Signature: _____ Date: _____

TO BE COMPLETED BY ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

Approved: Yes No Comments: _____

Signature: _____ Date: _____



Information about Personal and Professional Leaves Without Pay

Personal and professional leaves without pay are governed by Article 22 of the Collective Bargaining Agreement. A faculty member is eligible to submit a written application for a leave of absence without pay in accordance with this article.

Personal leaves of absence without pay may be granted by the President. A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave, or other purposes of a personal nature. No service credit shall accrue toward probation, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority except as provided in provisions 22.22 and 22.23 of the Collective Bargaining Agreement.

Family care and medical leave shall refer to a leave for reason of the birth of a child; placement of a child in connection with adoption or foster care; care of a child, parent or spouse who has a serious health condition; or for one's own serious medical condition. Maternity/paternity leave shall refer to a leave for the purpose of a parent preparing for the arrival of a new infant and the care of a new infant. Additional documentation is required for family care, medical, and maternity/paternity leaves without pay. Please contact a Benefits Coordinator in Human Resources.

Please refer to Article 22 of the Collective Bargaining Agreement for further information about eligibility and other aspects of a personal leave of absence without pay.

Professional leaves of absence without pay may be granted by the President. A professional leave of absence without pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the campus. Professional leave without pay may not be taken for outside employment. Outside employment, defined as remunerative activity that does not contribute to the campus, is considered personal leave without pay.

A faculty member on a professional leave without pay shall, when otherwise eligible, accrue service credit toward probation, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility and seniority. Please refer Article 22 of the Collective Bargaining Agreement for additional information about maximum eligibility periods and other aspects of a professional leave of absence without pay.

It is the practice of the university to deny leaves which exceed two years or when the leave is for the purpose of taking a tenured or tenure-track position at another university.

Application Deadlines (except in the case of family or medical emergency):

For fall semester leaves: April 1

For spring semester leaves: October 1

Other: Eight weeks prior to date of leave

IMPORTANT!

Please contact the Human Resource Benefits Division to obtain information about the financial impact of continuing benefits while on leave without pay.