



CALIFORNIA STATE UNIVERSITY CHICO
Office of Academic Personnel

Kendall Hall Room 104
400 W. 1st Street
Chico, CA 95929-0024
530-898-5029
FAX: 530-898-4438

Application for Leave of Absence Without Pay for Faculty

Name: _____ Date: _____

College: _____ Department/School: _____

(check one only)

(check one only)

- | | | |
|---------|------------------------------------|---------------------------------------|
| Status: | <input type="checkbox"/> Faculty | <input type="checkbox"/> Probationary |
| | <input type="checkbox"/> Counselor | <input type="checkbox"/> Tenured |
| | <input type="checkbox"/> Librarian | <input type="checkbox"/> Temporary |
| | | <input type="checkbox"/> FERP |

Dates of Proposed Leave:

FALL 20 _____ SPRING 20 _____ ACADEMIC YEAR 20 ____ - 20 ____

Other: From _____ To _____

Full-Time Leave Part-Time Leave If Part-Time % of timebase _____

Extension of Current Leave: Yes No

Type of Leave Requested:

- Professional Personal*

* If you are requesting a Personal Leave of Absence Without Pay for medical reasons (self or family, birth or placement of a child), or military leave entitlements, and have not yet verified your eligibility for FMLA leave please DO NOT FILL OUT OR SUBMIT THIS FORM. Contact Employee Leaves and Workers' Compensation at 530-898-4670. If you have been denied FMLA leave, or exhausted your FMLA leave for the 12-month period, you may complete this form to apply for a personal leave without pay.

Brief Description of Purpose (attach additional page if necessary):

A person requesting a leave of absence without pay is advised to become fully aware of the conditions of the leave. More information concerning service credit, retention and promotion, and other matters pertinent to such a leave are found in the [Faculty Personnel Policies and Procedures \(FPPP\)](#) and the [Agreement Between the Board of Trustees of the California State University and the California Faculty Association \(CBA\)](#). The following key provisions are included here as a reminder to the applicant.

Professional Leave:

- 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 Professional Leave of Absence Without Pay will count toward probation. It is the responsibility of the Dean and Department Chair or Director to be certain that the retention/tenure evaluation will be sufficient to form the basis for a retention/tenure recommendation even though the individual is absent for all or part of the academic year.
- If granted, the individual shall 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)
- Professional leaves must be followed by completion of the form "Request of Information Following Faculty Leave." The completed form must be submitted to the department chair/director and dean no later than ten days after the beginning of the semester following the leave.
- 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)

Personal Leave

- 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)

If you are requesting a Personal Leave of Absence Without Pay for medical reasons (self or family, birth or placement of a child, or military leave entitlements) and have not yet verified your eligibility for FMLA leave please DO NOT FILL OUT OR SUBMIT THIS FORM. Contact Employee Leaves and Workers' Compensation at 530-898-4670. If you have been denied FMLA leave, or exhausted your FMLA leave for the 12-month period, you may complete this form to apply for a personal leave without pay.

- 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)

In addition to making arrangements for benefits coverage while in off-payroll status during the leave of absence without pay, salary and benefits during the summer months are likely to be affected. The applicant should make certain that all salary and benefits implications are understood and provided for, including any voluntary payroll deductions. Please contact the University Benefits Unit @ (530) 898-5436 for information and benefits/deductions arrangements.

I agree to the provisions above and also those specified in University policy and in the CBA. I agree also to give the dean and department chair/director due notice of my intent to resume normal active status and responsibilities on or before the appropriate date (CBA 22.7) indicated below.

Returning beginning of Fall Semester/Academic Year: April 1, _____

Returning beginning of Spring Semester: October 1, _____

Applicant Signature Date

APPROVAL RECOMMENDED FOR LEAVE OF ABSENCE WITHOUT PAY

Yes No

Department Chair / Director Date

Yes No

College / Unit Leaves Committee Chair Date
(Committee approval not required for Personal Leave)

Yes No

College Dean Date
Vice President for Student Affairs *(for Counselors only)*

Leave Granted

Yes No

Provost Date
President *(for Counselors only)*

Reference: Unit 3 Collective Bargaining Agreement; California State University; CSU, Chico Faculty Personnel Policies and Procedures; and Title 5 of the California Administrative Code.