



# California State University, Fresno

## Professional Leave Without Pay Application

**Applicable Policies:**

**CBA:** Article 22 Leaves of Absence without Pay (Personal or Professional)

**Campus Policy:** Policy on Faculty Leaves of Absence (APM 361-1 last updated Fall 1999)

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. College or School / Department: \_\_\_\_\_

3. Address: \_\_\_\_\_  
 \_\_\_\_\_

4. Date of Appointment: Fall of \_\_\_\_\_ Spring of \_\_\_\_\_

5. Years of service (include current year): \_\_\_\_\_

6. Date of last paid leave (sabbatical or DIP): \_\_\_\_\_

7. Date of last leave without pay: \_\_\_\_\_

8. **REQUESTED DURATION OF LEAVE.** Leaves without pay may be granted up to a maximum of one year at a time. I am requesting the following time on leave without pay.

- Academic Year \_\_\_\_\_  Fall \_\_\_\_\_  Spring \_\_\_\_\_  
 Other (specify dates) \_\_\_\_\_

9. **RANK**  Lecturer  Probationary  Tenured

10. **CURRENT TIMEBASE**  Full Time  Part Time

11. **TIMEBASE OF REQUESTED LEAVE**

- Full Time (or 100% leave)  Part Time (less than 100%)  
 Fraction Working \_\_\_\_\_ Leave Fraction \_\_\_\_\_

12. Please attach a brief plan for the utilization of the leave.

Individuals who are granted a Professional Leave of Absence without Leave must submit a report of activities to the Provost and Vice President for Academic Affairs and to the dean within six weeks of the return to duty. The accrual of service credit may be forfeited whenever it is determined that the conditions of the leave were not met.

PLEASE READ AND COMPLETE THE REVERSE SIDE

**PURPOSE**

A Professional Leave Without Pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the university. Such leaves shall be considered totally voluntary, and for the purpose of worker's compensation, the time involved shall not be considered time worked.

**SERVICE CREDIT**

Faculty member accrues, whenever otherwise eligible, service credit toward probation, sabbatical eligibility, merit salary adjustment eligibility, or seniority.

**RETIREMENT CREDIT**

While on a professional leave without pay, a faculty member is not accruing service credit toward retirement in the Public Employees Retirement System (PERS). Upon return from the leave, a faculty member should contact the Benefits Office regarding buying back service credit.

**HEALTH AND OTHER BENEFITS COVERAGE**

In order to continue benefits coverage while on leave without pay, arrangements should be made with the University Benefits Officer to continue payments for health insurance, life insurance, organizational dues and other payroll deductions.

**NOTIFICATION OF RETURN**

An individual on leave without pay shall notify the 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.

I understand all the terms and conditions of this leave. By my signature, I agree to adhere to the terms and conditions of the leave as noted in Article 22 (Leaves Without Pay) of the CBA as well as the campus Policy on Faculty Leaves of Absence (APM 361-1). Furthermore, I attest to the truthfulness and accuracy of my application, including any attachments or documents submitted by me as part of my application.

Should a leave be granted, I understand that this application, including a copy of the leave proposal, and its attachments will be placed in the faculty member's Open Personnel File five (5) days from the date of the final approval.

\_\_\_\_\_  
Signature of Applicant Date

**RECOMMENDATIONS:**

Yes       No \_\_\_\_\_  
Department Chair Date

Yes       No \_\_\_\_\_  
Dean Date

**APPROVAL:**

Yes       No \_\_\_\_\_  
Provost and Vice President for Academic Affairs Date

Submit **one** copy of this form with **original** signatures to the Provost and Vice President for Academic Affairs through the department and school. After final action, copies will be returned to the applicant and to the offices of the dean and department chair.