

CALIFORNIA STATE UNIVERSITY, FRESNO

Request for NON-MEDICAL LEAVE OF ABSENCE for STAFF and MPP

1. Contact Human Resources (HR) for an appointment to discuss benefits, accruals, and employment status.
2. The request for leave of absence must be reviewed and signed off by the appropriate administrator.
3. Final approval/disapproval of leave request is made by the Assoc. Vice President of HR.

PLEASE RETURN TO:
 Human Resources
 5150 N. Maple Ave.
 Room 8151 M/S JA41
 Fresno, CA 93740-8026
 Phone: 559-278-2032
 FAX: 559-278-4275

PLEASE SUBMIT THIS FORM AT LEAST 30 DAYS BEFORE THE START DATE OF THE LEAVE.

Employee Name _____	Fresno State ID# _____
Home Address _____	CBA/Non-Rep. Unit _____
City/State/Zip _____	Department _____
Home/Cell _____	Manager/Admin. _____
Office phone _____	HR Contact & Ext. _____
Proposed Start Date _____	Approved Start Date _____
Proposed Return/End Date _____	Approved Return/End Date _____

A. TYPE OF LEAVE REQUEST INITIAL REQUEST EXTENSION

Unpaid Combination of paid and unpaid Paid

Full-time: _____ Partial leave from _____ hrs. wk. to _____ hrs. wk. Work schedule: _____

Will you be working an "Alternate" Work Schedule? Yes No

B. LEAVE REQUESTED (Requires Additional Documentation)

Personal Leave: Reason _____ (Attach a brief explanation for leave request)

Professional Development/ Educational (Attach brief explanation of development plan and projected outcomes)

Military Leave (Attach orders) If applicable, please skip section C - Leave Accrual Status.

C. LEAVE ACCRUAL STATUS: PLEASE READ AND INITIAL

If leave is approved with usage of my leave credits, credits will be used until exhausted. After applicable leave credits are exhausted, no compensation will be paid.

Request to exhaust the following leave credits prior to unpaid leave:

Yes	No	Requires Approval of Appropriate Administrator.
		Vacation Accruals Request requires approval of appropriate Administrator. * _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
		CTO/HC credits Request requires approval of appropriate Administrator. * _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied
		Personal Holiday Request requires approval of appropriate Administrator. * _____ <input type="checkbox"/> Approved <input type="checkbox"/> Denied

D. SIGNATURES AND APPROVALS

✓ If leave of absence is approved, my compensation will be determined by the type of leave.

✓ My leave is governed by the CSU Collective Bargaining Agreement, Title V or Confidential Guidelines.

✓ If leave of absence is due to personal or professional reasons, I cannot return before my approved leave end date without advance written approval from the Assoc. Vice President of HR.

✓ My health benefits, service credit, leave accruals, or seniority points may be affected by this requested leave of absence (contact Human Resources and Payroll Services for more details).

I understand and agree to the above leave information.

Employee Signature: _____ Date _____

PERSONAL & PROFESSIONAL DEVELOPMENT/EDUCATIONAL LEAVES please check the appropriate box below with recommendation. Please sign and forward to HR. **MILITARY Leave**, please sign and forward to HR (no recommendation required).

Recommend Approval	Do Not Recommend Approval	Dept. Chair/ Manager _____	Date _____
Recommend Approval	Do Not Recommend Approval	Dean/Appropriate Administrator _____	Date _____

Employee and Administrator will be notified of leave status **after** the Assoc. Vice President of HR has reviewed this request.

Assoc. Vice President of HR _____ Approved Denied

HR Analyst: _____ Process & Forward

Reviewed by PU Manager _____ Approved Denied

Employee's Responsibility

- Complete the request form for the non-medical leave of absence within the time frame allowed per the Collective Bargaining Unit or non-represented guidelines. Normally 30 days before leave begins.
- Schedule an appointment to meet with a Human Resources Representative to discuss leave options and benefits.
- Leave of Absence must be approved by the Assoc. Vice President of Human Resources PRIOR to commencing the leave.
- Contact your Department and Human Resources prior to returning to work.
- A letter will be sent to you and your Department regarding the approval or disapproval of your request.

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- If you are requesting to return sooner than the original leave end date, you must submit a letter to the Assoc. Vice President of Human Resources requesting an earlier reinstatement PRIOR to returning to work.
- Please note: You cannot return to work unless the request has been approved by the Assoc. Vice President of Human Resources
- A letter will be sent to you and your Department regarding the approval or disapproval of reinstating earlier.
- Once reinstated from a leave of absence, please check your first pay warrant to ensure all health benefits are reflected.

Human Resources' Responsibility

- Meet with the employee to discuss leave options and benefits.
- A letter will be sent to the employee and the Department regarding the approval or disapproval of the leave of absence per the Collective Bargaining Unit.
- Once the leave of absence is due to end, Human Resources will follow-up with the employee and the Department as needed.

Department's Responsibility

- If an employee requests a non-medical leave, have the employee complete the request for a non-medical leave of absence form.
- Refer employee to Human Resources to discuss leave options and benefits.
- The request must be approved by the Assoc. VP of Human Resources PRIOR to the employee commencing their leave.
- A letter will be sent to the employee and Department regarding the approval or disapproval of their request.

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- If the employee is requesting to return sooner than the original leave end date, the employee must submit a letter to the Assoc. Vice President of Human Resources requesting an earlier reinstatement PRIOR to returning to work.
- Please note: The employee cannot return to work unless the request has been approved by the Assoc. VP of Human Resources.
- A letter will be sent to the employee and Department regarding the approval or disapproval of their request to reinstate earlier.

Effects of a Leave of Absence

The Leave of Absence may affect:

- required probationary period
- salary bonus programs
- service toward sick leave and vacation accrual
- accumulation of seniority points
- State service in the California State Retirement System (CalPERS)
- State Service with the University

Contact Human Resources and refer to the appropriate Collective Bargaining Agreement (CBA) regarding possible affects of an approved full or partial unpaid leave of absence.