

**THE GRADUATE SCHOOL AND UNIVERSITY CENTER
THE CITY UNIVERSITY OF NEW YORK
APPLICATION FOR A PARTIAL LEAVE WITH PARTIAL PAY**

INSTRUCTIONS: This form is completed by the staff member and is processed through the Executive Committee. If the request is approved, the completed form is forwarded to the Human Resources Office and a Personnel Action Form is prepared.

Name _____ Title _____

Department _____

Retirement System: _____ TRS _____ TIAA _____ ERS

PROPOSED DATES OF LEAVE: From _____ To _____

PERCENTAGE LEAVE: _____ **PERCENTAGE PAY:** _____

PREVIOUS LEAVES: Please list all previous leaves of absence for one semester or more. Attach additional sheets if necessary.

Dates	Purpose
_____	_____
_____	_____
_____	_____

PURPOSE OF REQUESTED LEAVE: Please give details of the nature of the work, including the names and locations of the institutions where the work will be done, etc. Attach additional sheets, if necessary. If the leave is requested for a reduced scheduled pursuant to the Family and Medical Leave Act (FMLA), the appropriate FMLA forms should also be filled out and submitted.

ATTESTATION BY APPLICANT: The information I have provided on this form is accurate. Should the stated purpose of my leave substantially change or become unable to be accomplished, even if I have commenced my leave, I shall immediately notify the President in writing. Should the President determine that the purpose of the leave is no longer being served, he/she may terminate the leave, assign me appropriate duties at the college or take other appropriate action. I understand that this leave, if granted, is subject to the following rules and conditions:

- Increment credit will be given for the period of the leave.
- Retirement credit for the period of the leave is determined by the pension system for members of TRS and ERS. Members of TIAA who are on a partial leave with partial pay will be eligible for contributions based upon the salary received during the period of the leave.
- Faculty who take a partial leave with partial pay for an entire academic year will receive vacation pay in July and August that is reduced by the same percentage as was applied during the period of the leave. If the leave is for one semester only, the salary for the month of vacation that is attached to the leave semester will be reduced by the same percentage as was applied during the period of leave.
- A partial leave with partial pay causes a break in service towards tenure, a certificate of continuous employment, or a 13.3.b. appointment.
- During a partial leave, a staff member is subject to the usual review process to determine his/her appointment status for the next year.

Date _____

Signed _____

Applicant

ADDRESS DURING LEAVE

TELEPHONE NUMBER DURING LEAVE _____

EMAIL ADDRESS _____

FAX NUMBER _____

PROPOSED ARRANGEMENT FOR COVERING PROFESSIONAL DUTIES DURING THE LEAVE: To be completed by the Executive Officer.

RECOMMENDATION OF DEPARTMENTAL EXECUTIVE COMMITTEE

Recommended _____ Not Recommended _____

Date _____ Signed _____
(Executive Officer)

RECOMMENDATION OF THE PROVOST AND SENIOR VICE PRESIDENT

Recommended _____ Not Recommended _____

Date _____ Signed _____
(Provost and Sr. V.P.)

RECOMMENDATION OF COLLEGE ACADEMIC REVIEW COMMITTEE

Recommended _____ Not Recommended _____

Date _____ Signed _____

RECOMMENDATION OF THE PRESIDENT

Recommended _____ Not Recommended _____

Date _____ Signed _____
(President or Designee)

APPROVAL OF THE UNIVERSITY OFFICE OF FACULTY AND STAFF RELATIONS

(Only required for a third consecutive year of partial leave with partial pay)

Approved _____

Not Approved _____

Date _____ Signed _____