



**APPLICATION FOR SPECIAL LEAVE FOR SPECIAL PURPOSE**

College

Article XIII, Section 13.3 of the CUNY Bylaws provides Leaves for Special Purposes:

*Special leaves may be granted to members of the instructional staff for personal emergencies of not more than 10 working days may be granted with pay by the president at his / her discretion.*

**Employee Information:**

Name	<input type="text"/>	Empl. ID	<input type="text"/>
Contract Title	<input type="text"/>	Department	<input type="text"/>
Supervisor's Name	<input type="text"/>	Phone	<input type="text"/>

I am requesting the following period	Reason for Leave
Begin Date <input type="text"/>	<input type="text"/>
End Date <input type="text"/>	
Signature _____	Date _____

**TO BE COMPLETED BY PRESIDENT OR HIS/HER DESIGNEE**

- Approved
- Not approved

Name	<input type="text"/>	Title	<input type="text"/>
Signature	_____	Date	_____

**FOR COLLEGE HUMAN RESOURCES USE ONLY**

**Reviewed and approved:**

Total Leaves For Special Purposes (Days) requested and approved for current academic year	<input type="text"/>		
Name	<input type="text"/>	Title	<input type="text"/>
Signature	_____	Date	_____