

**THE CITY UNIVERSITY OF NEW YORK  
APPLICATION FOR SPECIAL LEAVE OF ABSENCE WITHOUT PAY**

**INSTRUCTIONS:** This form is completed by the staff member and is processed through Personnel and Budget Committees. If the request is approved, the completed form is forwarded to the Human Resources office and a Personnel Action Form is prepared.

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Retirement System:      \_\_\_\_\_ TRS      \_\_\_\_\_ TIAA      \_\_\_\_\_ ERS

**PROPOSED DATES OF LEAVE:** From \_\_\_\_\_ To \_\_\_\_\_

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

<u>Dates</u>	<u>Purpose</u>
_____	_____
_____	_____
_____	_____

**PURPOSE OF REQUESTED LEAVE:** Special leaves of absence without pay are granted for research, writing, creative work, study, or public service. 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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:

- ? The leave is without pay and, if for one year or more, will not be credited for the purpose of movement within the salary schedule, unless the President, in his/her discretion recommends such credit, subject to approval by the Board of Trustees/CUNY, upon the President's determination that the leave is being taken for a project of such academic, scholarly, or public importance that it brings honor and recognition to the college.
- ? Retirement credit for the period of the leave is only available to members of the N.Y.C. Teachers' Retirement System (TRS) and N.Y.C. Employees' Retirement System (ERS) and only if the leave is taken for very specific purposes. If the college wishes retirement credit to be given, it must make a recommendation to that effect. The recommendation is only advisory and must be approved by TRS or ERS for retirement credit to be granted. Members of TIAA who are on leaves of absence without pay are not eligible for retirement credit while on leave.
- ? Faculty members receiving annual leave under Article 14.1 of the PSC/CUNY collective bargaining agreement who take a special leave of absence without pay for one semester and are in active service during the other semester of the academic year will receive one month's vacation pay.
- ? A special leave of absence without pay causes a break in service towards tenure, a certificate of continuous employment, or a 13.3.b. appointment. During a special 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 LEVE \_\_\_\_\_

**PROPOSED ARRANGEMENT FOR COVERING PROFESSIONAL DUTIES DURING THE LEAVE: To be completed by the Department Chair**

\_\_\_\_\_  
\_\_\_\_\_

**RECOMMENDATION OF DEPARTMENT PERSONNEL AND BUDGET COMMITTEE**

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

**RECOMMENDATION OF COLLEGE PERSONNEL AND BUDGET COMMITTEE**

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

With retirement credit\* \_\_\_\_\_  
Without retirement credit \_\_\_\_\_

With credit for movement within schedule\*\* \_\_\_\_\_  
Without credit for movement within schedule \_\_\_\_\_

**RECOMMENDATION OF THE PRESIDENT**

Recommended \_\_\_\_\_ Not Recommended \_\_\_\_\_

With retirement credit\* \_\_\_\_\_  
Without retirement credit \_\_\_\_\_

With credit for movement within schedule\*\* \_\_\_\_\_  
Without credit for movement within schedule \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_  
(President or Designee)

**NB:** \*Retirement credit is available only for members in Tier I and Tier II of TRS and only if the leave is taken for specific purposes.

\*\*Credit for movement within schedule may be recommended to the President only if the project is of such academic, scholarly, or public importance that it brings honor and recognition to the college.

**APPROVAL OF THE UNIVERSITY OFFICE OF FACULTY AND STAFF RELATIONS**  
(Only required for a third consecutive year of special leave of absence without pay)

Approved \_\_\_\_\_  
Not Approved \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_