

SAN JOSÉ STATE UNIVERSITY ♦ OFFICE OF FACULTY AFFAIRS REQUEST FOR PERSONAL/PROFESSIONAL LEAVE OF ABSENCE

Complete form and send to the AVP, Faculty Affairs, 0021 via your Chair and Dean.

INDICATE LEAVE TYPE:

Without Pay Professional

Without Pay Personal

Other

With Pay Personal (indicate type)

Maternity/Paternity

Medical

INDICATE LEAVE DETAILS:

NAME (Last, First, Middle): _____

Employee Identification Number: _____

RANK: _____

COLLEGE: _____

DEPARTMENT: _____

Emergency Contact

(Name, Address & Phone Number):

EFFECTIVE DATES: _____

to

Last day worked: _____

Is this a request to extend a previously approved leave (*indicate Yes or No*)?

If yes, what was the period of the original leave (*include beginning & end date*)?

Reason for leave: [Letter providing further documentation & explanation for reasons other than Medical/Maternity/Paternity.]

Faculty Member's Signature

Date

This section for leave without pay only.

Indicate percentage of Leave of Absence Without Pay (e.g., 1.00, 0.50, 0.20): _____

NOTE: Unless your leave falls under the Family Medical Leave Act, the following conditions apply to your leave: If your assignment while on leave drops below 0.50, you will lose all health, vision and dental benefits. Please check with payroll for possible salary implications. Section 22.8 of the CBA: "Faculty unit employees on a personal leave without pay shall not accrue service credit toward probation, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority except as provided in provisions 22.22 and 22.23 of this Article." CBA, Section 22.7: "A faculty unit employee on a leave of absence 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 or winter quarter."

This section for leave with pay only:

When using accrued vacation or sick leave in accordance with appropriate policies and collective bargaining agreements please indicate which means you wish to request to use these credits:

_____ # of Sick Leave Hours

_____ # of Vacation Hours

_____ # of Holiday Credits

_____ # of Maternity/Paternity Days

CHAIR/DIRECTOR RECOMMENDATION:

Approval Recommended

Approval Not Recommended

Chair/Director's Signature

Date

Reason(s) or Condition(s)::

COLLEGE DEAN'S RECOMMENDATION:

Approval Recommended

Approval Not Recommended

Chair/Director's Signature

Date

Reason(s) or Condition(s)::

UNIVERSITY ACTION:

Approval Recommended

Approval Not Recommended

AVP/FA Signature

Date

Reason(s) or Condition(s)::

After University action, copies will be distributed to:

Applicant Chair/Director/Division Head Dean Human Resources Benefits/Personnel Personnel Action File on

This newly revised Request for Personal/Professional Leave of Absence Form includes leave requests with and without pay. Most faculty leaves with pay are for medical reasons, (i.e. illness, family illness, maternity, paternity, etc.). After the Request for Personal/Professional Leave of Absence Form has been completed an employee profile needs to be completed by the Department. Any and all documentation should be attached to the employee profile and any documentation required by Human Resources such as Absence Report and or FMLA documentation should also be completed.

1. Complete the Request for Personal/Professional Leave of Absence Form which can be found on the Office of Faculty Affairs website at (<http://www.sjsu.edu/facultyaffairs/forms/>). Obtain all necessary signatures and attach any other supporting document(s). The form allows for a faculty member to request a reduced work load or a 100% leave from the University for personal reasons (as an unpaid leave) or in some cases as a paid leave using accrued sick time.
2. We advise a meeting be made with Faculty Affairs to go over your leave options to ensure that you are able to utilize the benefits which are available to you based on the CSU-CFA Agreement (http://www.calstate.edu/LaborRel/Contracts_HTML/CFA_CONTRACT/CFAatoc.shtml).
3. All faculty members whether Tenured, Tenure-Track, Full-Time Temporary, or Part-Time Temporary must also complete the Family Medical Leave Act (FMLA) packet when applicable. (Requirements: you, yourself have a medical condition which keeps you from work, or if a family member for whom you are responsible has a medical condition causing you to miss work for more than 3 days. These forms needed to comply with FMLA laws may be downloaded from the HR Website at (http://www.sjsu.edu/hr/docs/benefits/forms/family_medical_cert.pdf).

FAQs for Faculty Leaves

Maternity/Paternity Leave

Is it okay to use sick hours?

You may use sick leave hours before or after you have used your maternity/paternity leave days, but it is not recommended that you use sick days in the middle of your maternity leave/paternity leave; doing so terminates the maternity leave if the 30 days are not used *consecutively*.

Is Maternity/Paternity Leave a paid or unpaid leave?

The contract grants eligible faculty members 30 days paid; you may apply for a personal leave without pay if additional time is desired or required.

Is the RTP process affected?

Maternity/Paternity Leaves do not automatically affect the RTP process in any way. You may, however, request to have the tenure clock stopped, but you are not obligated to make this request. If you choose this option you must write a memo to the AVP of Faculty Affairs via your Department Chair and Dean requesting that the tenure clock be stopped for one year. (Article 13.7 - *A faculty unit employee's probationary period may be extended by the President for an additional year when such faculty unit employee is on Workers' Compensation, Industrial Disability Leave, Non-industrial Disability Leave, leave without pay, or paid sick leave for more than one (1) semester or two (2) consecutive terms. Faculty taking a one-year leave of absence for pregnancy/birth or adoption shall be allowed to "stop the tenure clock" for a period of one year.*)

Family Medical Leave (FML)

Is it okay to use sick hours?

Yes, as long as sick time is Doctor certified.

Is FML a paid or unpaid leave?

The 12 weeks you are granted in FML is not paid, but you may elect to use your accrued sick or vacation time if desired.

Is the RTP process affected?

If an FML requires you to miss more than one semester you may request to have the tenure clock stopped, but you are not obligated to make this request and it will not occur automatically. If you choose this option you must write a memo to the AVP of Faculty Affairs via your Department Chair and Dean requesting that the tenure clock be stopped for one year. (Article 13.7 - *A faculty unit employee's probationary period may be extended by the President for an additional year when such faculty unit employee is on Workers' Compensation, Industrial Disability Leave, Non-industrial Disability Leave, leave without pay, or paid sick leave for more than one (1) semester or two (2) consecutive terms. Faculty taking a one-year leave of absence for pregnancy/birth or adoption shall be allowed to "stop the tenure clock" for a period of one year.*)

Other details:

FML may be taken once in a 12-month period. FML guarantees your job for 12 weeks. To be eligible, an employee must have worked at SJSU for 12 months (or two semesters) prior to applying for this leave. Faculty on FML will continue to accrue seniority points.

Personal Leave WithOut Pay (PerLWOP)

Is it okay to use sick hours?

Due to the specialized nature of each situation we ask you to contact the Office of Faculty Affairs for this question. For accurate direction, please contact our office.

Is a PerLWOP paid or unpaid?

Unpaid

Is the RTP process affected?

You can request one additional year to be added to the tenure clock, but you are not obligated to make this request and it will not occur automatically. If you choose this option you must write a memo to the AVP of Faculty Affairs via your Department Chair and Dean requesting that the tenure clock be stopped for one year. (Article 13.7 - *A faculty unit employee's probationary period may be extended by the President for an additional year when such faculty unit employee is on Workers' Compensation, Industrial Disability Leave, Non-industrial Disability Leave, leave without pay, or paid sick leave for more than one (1) semester or two (2) consecutive terms. Faculty taking a one-year leave of absence for pregnancy/birth or adoption shall be allowed to "stop the tenure clock" for a period of one year.*)

Other details:

This leave may be granted for up to 2 years initially, and it may be extended by one year indefinitely. A faculty member on LWOP for more than 15 days may elect to continue health and dental benefits at his/her own expense. A faculty member on PersLWOP does not accrue service credit.

Professional LWOP

Is it okay to use sick hours?

You may, but this is not an answer that would be the same for all cases. For accurate direction, please contact our Office.

Is a PerLWOP paid or unpaid?

Unpaid

Is the RTP process affected?

With a professional leave, the tenure clock cannot be stopped.

Other details:

This leave may be granted for up to 2 years initially, and it may be extended by one additional year, indefinitely. A faculty member on LWOP for more than 15 days may elect to continue health and dental benefits at his/her own expense