

**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 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: \_\_\_\_\_

**PERCENTAGE LEAVE:** \_\_\_\_\_ **PERCENTAGE PAY:** \_\_\_\_\_

**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:** 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 schedule pursuant to the Family and Medical Leave Act (FMLA), the appropriate FMLA forms should also be filled out and submitted

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**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 TAA 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 \_\_\_\_\_

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

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

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RECOMMENDATION OF COLLEGE PERSONNEL AND BUDGET COMMITTEE

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

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

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RECOMMENDATION OF THE PRESIDENT

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

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

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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.

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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 \_\_\_\_\_