Leaves with pay are intended to provide a benefit to the University through research, scholarly and creative activity, instructional improvement, or faculty retraining. There are two types of leaves with pay: sabbatical and difference-in-pay. The projected list of faculty unit employees eligible to apply for leaves with pay to be taken during 2017-18 is enclosed. **Department heads/chairs** should review the list of eligible faculty carefully with department faculty and bring any corrections or omissions to the attention of Al Liddicoat, AVP Academic Personnel before the application deadline of November 1 (preferably by October 28).

**Eligibility Criteria and Notification**

**College Deans/equivalent** are responsible for notifying eligible faculty and advising them of the application deadline. Deans or college personnel analysts are requested to email confirmation to Academic Personnel (academic-personnel@calpoly.edu) when all eligible faculty have been notified.

**Sabbatical Leave Eligibility:** Full-time faculty unit employees, except coaches, are eligible to take an approved sabbatical leave after completing six academic years of full-time service within the past seven years, or at least six years after a previous sabbatical or difference-in-pay leave. Credit granted towards the completion of the probationary period for service shall also apply towards fulfilling the eligibility requirement for a sabbatical. Eligible academic year faculty unit employees may apply for a sabbatical leave of one quarter in length at full pay, two quarters at 75% pay, or three quarters at 50% pay. Current 12-month faculty who are granted leave with pay may remain in 12-month status for the duration of the approved leave. Eligible 12-month faculty unit employees may apply for a sabbatical leave of 3 months in length at full pay, 6 months at 75% pay, or 9 months at 50% pay. The start date of a sabbatical leave for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term. Faculty employees serving as department chair (class codes 2481 or 2482) shall be assigned to the equivalent instructional faculty classification (2360 or 2361) for the duration of the sabbatical, and will not receive the department chair stipend while on sabbatical leave.

**Difference-in-Pay Leave Eligibility:** The initial eligibility requirement for a difference-in-pay leave is the same as above for sabbatical leaves (six years of full-time service within the past seven years). For a subsequent difference-in-pay leave, faculty unit employees become eligible after serving full-time for three **academic years following the last sabbatical or difference-in-pay leave.**

The “Application for Leave of Absence With Pay” form AP 112 (copy enclosed) is available on the Academic Personnel website for applicants to complete (http://www.academic-personnel.calpoly.edu/content/policies/lwp). Since the AP 112 has been revised for 2017-18, all applicants should submit their requests using the revised form dated October 2016.

**Leave Application Review and Recommendations**

**Leave applications** must include clearly stated outcomes that benefit the University or CSU. It is critically important that those involved in reviewing leave applications recommend approval only of those applications that satisfy departmental, college and University criteria and meet the requirements of Article 27.5--27.7 and 28.7--28.9 of the collective bargaining agreement. The College/Library Professional Leave Committee must provide a recommendation and ranking based on the quality of the proposed sabbatical project. Similarly, the Department Leave Committee (and in some colleges the College Professional Leave Committee) must provide a recommendation based on the quality of proposed difference-in-pay application.

**Department Leave Committees** composed of tenured faculty shall review any difference-in-pay leave applications and make a recommendation based on the quality of the leave proposal in Section 12 on the leave application form.

**Department Heads/Chairs** are expected to state (in Section 13 on the leave application forms for all applications) whether the department has adequate resources to replace faculty members, and whether such a leave, if approved, would cause undue hardship to offer the department's program.

**College/Library Professional Leave Committees** composed of tenured faculty representatives from each department shall review all sabbatical leave applications and interview all applicants before making a recommendation based on the quality of the proposals. The CPLC/LPLC shall rank order all recommended sabbatical leave applications (and DIP applications, if applicable). The committee chair shall indicate the committee's recommendation in Section 14 on the leave application form. Please refer to the Leave With Pay Guidelines for additional information.
Deans are expected to consider the following points when making recommendations for leaves with pay: 1) the benefit of the leave to the University; 2) the merit of the proposal; 3) program needs; and 4) campus budget implications. Deans should verify that post-leave reports have been completed for all previous leaves with pay prior to recommending approval for the 2017-18 academic year. Faculty members from small departments should not be disadvantaged from obtaining a leave. In some cases, you may need to temporarily redirect resources to mitigate a potential hardship on a small department. Although replacement positions are not budgeted for those on sabbatical leave, departments will retain the salary savings from two and three quarter sabbatical leaves and any difference-in-pay leaves. Difference-in-pay leaves will create residual funds at the minimum salary of the Instructor rank (currently $3,851/month for AY) since the faculty member’s salary will be reduced by that amount for the duration of leave. Costs of hiring any replacement faculty members are the responsibility of the respective program. Deans shall separately rank order all sabbatical and difference-in-pay leave applications that are being recommended. The Dean’s recommendation should be indicated in Section 15 on each leave application form.

College Personnel Analysts should verify that all applicants are eligible for the type of leave being requested. Analysts are requested to prepare the Leave With Pay Summary spreadsheet provided by Academic Personnel to include the recommendations and rankings of the Dean, CPLC/equivalent, department head/chair, and departmental leave committee, and a one paragraph abstract or summary of the proposal. A copy of the completed leave application form with all appropriate signatures and a copy of the leave abstract and detailed leave proposal should be placed into the candidate’s Personnel Action File. The Leave With Pay Summary spreadsheet, original applications with all signatures whether recommended or not, all supporting information and recommendations, and a report of the criteria and procedures followed in the review and recommendation process should be forwarded to the Provost by the deadline established on the Leave with Pay Calendar.

If applications for three quarter sabbatical leaves meet the criteria set forth in Article 27.5–27.8, including consideration of the quality of the proposal, effect on the curriculum and the operation of the department, other campus program needs, and campus budget implications, they should be approved. At a minimum, the University seeks to grant no fewer one and two quarter sabbatical leaves than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leaves in that year. Approved three quarter sabbatical leaves do not count toward the 12% target. The following target numbers of leaves are based on the proportion of eligible faculty in each college. They are to be used only as a guideline to determine the number of sabbaticals for one or two quarter leaves and are certainly not to be interpreted as a mandate. The targets illustrate one model whereby the University could meet its minimum number of sabbatical leaves. Keep in mind that approved sabbaticals deferred or rescheduled from a previous year shall be counted toward the target number of sabbatical leaves in the year in which they are taken.

<table>
<thead>
<tr>
<th>College/Unit</th>
<th>Initial Target Number of Sabbatical Leaves*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, Food &amp; Environmental Sciences</td>
<td>4</td>
</tr>
<tr>
<td>Architecture &amp; Environmental Design</td>
<td>4</td>
</tr>
<tr>
<td>Business</td>
<td>2</td>
</tr>
<tr>
<td>Engineering</td>
<td>5</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>6</td>
</tr>
<tr>
<td>Science and Mathematics</td>
<td>8</td>
</tr>
<tr>
<td>Library</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

*subject to change after eligibility lists are verified by colleges

Sabbatical and Difference-in-Pay Leave Recipients must complete the Leave Agreement (AP112-B) and Promissory Note (AP112-C) before a Notary Public and file with Academic Personnel before the commencement of their approved leave. Details regarding this requirement will be sent to successful leave recipients at the time of notification. Leave recipients must submit a post-leave report to the college dean/equivalent (with a copy to the department head/chair) within two months of their return from leave. The college dean is responsible for requesting and ensuring that the required post-leave report is obtained from each faculty member who took leave with pay upon the faculty member’s return to teaching. Upon receipt, the post-leave report should be filed in the faculty member’s PAF. Following the conclusion of faculty sabbaticals/DIP leaves, the faculty contract requires recipients to return service to the CSU equivalent to the period of leave taken. Faculty who fail to return the required service will be required to repay the University for the amount of salary and benefits earned for the duration of their sabbatical/DIP leave.

Questions regarding leave with pay policy should be referred to Al Liddicoat, AVP Academic Personnel (aliddico@calpoly.edu/6-5217). Corrections to the eligibility lists and process-related questions may be referred to Lindsay Howell (lmhowell@calpoly.edu/6-6574).

Appendices:  
1. Guidelines  
2. Calendar  
3. MOU Article 27 (Sabbatical Leaves)  
4. MOU Article 28 (Difference-in-Pay Leaves)

Enclosures/References:
1. Leave With Pay Eligibility Lists  
2. Application for Leave With Pay (AP 112 Rev. 10/2016) (http://www.academic-personnel.calpoly.edu/content/policies/lwp)  

Cal Poly, San Luis Obispo  
October 12, 2016
Leave With Pay Guidelines

General Principles

A. Purpose:
Leaves of absence with pay may be granted to faculty members for purposes of research, study, scholarly and creative activity, instructional improvement, retraining, service, or travel appropriate to their positions at the University.

B. Eligibility:
1. Full-time faculty unit employees shall be eligible for a sabbatical leave if they have served full time for six (6) years in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference-in-pay leave. (MOU 27.2)

2. Full-time faculty shall be eligible for a difference-in-pay leave if they have served six (6) years in the preceding seven (7) year period prior to the leave, or three (3) years after their last sabbatical or difference-in-pay leave.

3. All eligible faculty whose leave applications are judged to have merit by their departments and by their College/Library Professional Leave Committees, and which meet college and University criteria, should be granted leaves with pay. Recognizing that such leaves with pay, however meritorious, can have a negative impact on budget and staffing, leave applications shall be prioritized at the departmental and college level. It is also important, therefore, that the department head/chair’s recommendations regarding a leave application state clearly whether the department has adequate resources to replace a faculty member, and whether such a leave, if approved, would cause an undue hardship on the department’s ability to offer its program.

College-wide Professional Leave Committees (CPLC)

A. Membership:
One member shall be elected from each department by tenured and probationary faculty from that department. Faculty members eligible for membership are tenured, and not applying for a leave with pay.

Once elected, members of the committee serve two-year terms with one-half of the members being elected each year.

B. Committee Chair:
1. The committee chair must be a member of the CPLC and shall be elected by the members of the CPLC.
2. The chair is responsible for forwarding the college procedures and criteria to the dean.
3. The chair is responsible for forwarding the sabbatical leave applications and CPLC recommendations to the dean.

C. Committee Functions:
1. Review and/or recommend college leave with pay procedures and criteria.
2. Review all sabbatical applications and interview all applicants. (Some college procedures require CPLC to also review and interview difference-in-pay applicants.)
3. Sabbatical applications that do not meet established University and college guidelines should be given a negative recommendation.
4. Recommend to the dean approval or denial of the applications based on college procedures and criteria.
5. For all sabbatical proposals that are being recommended, provide to the dean a rank-ordered list.
6. The CPLC must clearly state in its report to the dean its reasons for recommending denial of an application.
7. The CPLC will provide a summary report to the dean that includes the following information for each applicant:
   - name
   - academic rank
   - department
   - recommendations of the department and CPLC
   - one paragraph abstract or summary of the proposal
   - relative ranking (if applicable)
**Library Professional Leave Committee (LPLC)**

A. Membership:
Librarians eligible for membership are tenured and not applying for a leave with pay.
Once elected, members of the committee serve two-year terms with one-half of the members being elected each year.

B. Committee Chair:
1. The committee chair must be a member of the LPLC and shall be elected by the members of the LPLC.
2. The chair is responsible for forwarding all leave with pay applications and LPLC recommendations to the University Librarian.

C. Committee Functions:
1. Review and/or recommend Library leave with pay procedures and criteria.
2. Review all leave with pay applications and interview all applicants.
3. Leave with pay applications that do not meet established University and Library guidelines should be given a negative recommendation.
4. Recommend to the University Librarian approval or denial of applications based on Library procedures and criteria.
5. If more than one sabbatical leave proposal is being recommended, provide to the University Librarian a rank-ordered list.
6. The LPLC must clearly state in its report to the University Librarian its reasons for recommending denial of an application.
7. The LPLC will provide a summary report to the University Librarian that includes the following information for each applicant:
   - name
   - rank
   - department
   - recommendations of the LPLC
   - one paragraph abstract or summary of the proposal
   - relative ranking (if applicable)

**Counseling Services Professional Leave Committee (CSPLC)**

A. Membership:
Counselors (SSP-AR) eligible for membership are tenured and not applying for a leave with pay.
Once elected, members of the committee serve two-year terms with one-half of the members being elected each year.

B. Committee Chair:
1. The committee chair must be a member of the CSPLC and shall be elected by the members of the CSPLC.
2. The chair is responsible for forwarding all leave with pay applications and CSPLC recommendations to the Director of Health and Counseling Services.

C. Committee Functions:
1. Review and/or recommend Counseling Services leave with pay procedures and criteria.
2. Review all leave with pay applications and interview all applicants.
3. Leave with pay applications that do not meet established University and Counseling Services guidelines should be given a negative recommendation.
4. Recommend to the Director of Health and Counseling Services approval or denial of applications based on Counseling Services procedures and criteria.
5. If more than one sabbatical leave proposal is being recommended, provide to the Director a rank-ordered list.
6. The CSPLC must clearly state in its report to the Director its reasons for recommending denial of an application.
7. The CSPLC will provide a summary report to the Director that includes the following information for each applicant:
   - name
   - rank
   - department
   - recommendations of the CSPLC
   - one paragraph abstract or summary of the proposal
   - relative ranking (if applicable)
General Guidelines:

A. The following general characteristics are expected in proposals for a sabbatical or difference-in-pay leave:
   1. A single paragraph abstract or summary of the proposal.
   2. A detailed outline of the proposed plan of study, research, scholarly or creative activity, and clearly stated project outcomes that will benefit the University or CSU.
   3. Supporting documentation from universities, employers, or institutions that might be sponsoring the project (if appropriate).
   4. Annotated literature search indicating the need for the project (if appropriate).
   5. A statement of the benefits that will accrue to the University, to the candidate’s profession, and/or to the students.
   6. A statement of the probability of completion of the proposed project. This should include a statement of:
      a. The feasibility of the proposal;
      b. The applicant’s background in relation to the proposal;
      c. The amount of preparation for the leave as evidenced by advanced study or research (if appropriate).
   7. A statement of the urgency of the proposed leave in terms of its benefit to the University.
   8. A current resume or curriculum vitae.

B. If a faculty member granted a leave subsequently withdraws her/his application, the dean/equivalent may recommend another candidate after reconsidering those whose applications were previously recommended for approval by the CPLC/LPLC/CSPLC but were subsequently denied based on campus program needs or for budgetary reasons.

C. If there are no other applicants from the college/units where a vacancy exists, a candidate from one of the other colleges/units whose application was similarly denied may be considered by the Provost.

D. Requests by an applicant for a change from a difference-in-pay leave to a sabbatical leave may not be made after the professional leave applications have been forwarded to the Provost (in early January).

E. An applicant whose leave is approved for one or two quarters may reschedule her/his leave for a different time within the same academic year. This allows the faculty some flexibility between the time of their initial application and the commencement of the leave. Such requests must be made in writing to the Provost and must have department and college concurrence. Sabbatical leaves approved for all three quarters may not be subsequently converted to one or two quarter(s) duration without the Provost’s approval.
Calendar for Processing Professional Leave Applications

October 12  
**Academic Personnel** distributes Leave with Pay eligibility lists, target allocations, and deadlines to the deans and department heads/chairs. As soon as possible after receiving the eligibility lists, Deans/equivalent administrators notify eligible employees of eligibility and application deadline.

October 13-28  
**Department heads/chairs** review eligibility lists and bring corrections to attention of college dean’s office.

October 28  
**Colleges** provide all corrections to eligibility lists and copies of current Leave With Pay criteria statements to Academic Personnel.

November 1  
**Candidates** are responsible for submitting applications for leave with pay to department heads/chairs.

November 10  
Following consultation with the departmental faculty, **department head/chair** forwards to the dean/appropriate administrator all leave applications, to include a statement regarding the possible effect on the curriculum and operation of the department should the employee be granted a leave with pay (MOU 27.6, 28.7 and 28.8). **Dean** transmits applications to CPLC chair for review.

December 14 (Wednesday of Fall Quarter Finals Week)  
**CPLC/equivalent** shall complete their review of sabbatical leave applications and interview candidates for sabbatical leaves on or before this date. (CPLC/equivalent review/interview difference-in-pay leave applicants if required by college/library/counseling procedures).

December 16 (Friday of Fall Quarter Finals Week)  
Recommendations of the **CPLC/equivalent** are forwarded, along with the applications, to the dean with a summary report containing the following information for each applicant in ranked order: name, rank, department, recommendations, ranking, and a one paragraph abstract or summary of the proposal.

January 9  
**Deans/equivalent** forward to the Provost on the Leave With Pay Summary Spreadsheet provided by Academic Personnel:
- a copy of their recommendations and rankings;
- the CPLC/equivalent recommendations and rankings;
- the department head/chair recommendations;
- the departmental leave committee recommendations;
- a one paragraph abstract or summary of the proposal;
- all sabbatical and difference-in-pay leave applications with appropriate signatures;
- a report of the criteria and procedures followed in the recommendation process.

February 24  
**Provost/Executive Vice President for Academic Affairs** notifies applicants of final decision.

April 28  
**Sabbatical and Difference-in-Pay Leave Recipients** must complete notarization of Leave With Pay Agreement (AP 112-B) and Promissory Note (AP 112-C).

Within Two Months of Return from Leave  
**Sabbatical and Difference-in-Pay Leave Recipients** must submit a post-leave report to the college dean/equivalent (with a copy to the department head/chair), which should be filed in the faculty member’s PAF.
27.1 A sabbatical leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.

27.2 A full-time faculty unit employee shall be eligible for a sabbatical leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave and at least six (6) years after any previous sabbatical leave or difference in pay leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a sabbatical. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements.

27.3 The faculty unit employee shall submit an application for a sabbatical leave. The application shall include a statement of the purpose of the sabbatical, a description of the proposed project and the CSU resources, if any, necessary to carry it out, and a statement of the time requested, which shall not exceed one (1) year.

27.4 Application and response deadlines shall be established by the President after considering recommendations from the Professional Leave Committee.

27.5 A Professional Leave Committee composed of tenured faculty unit employees shall review sabbatical applications. The sabbatical leaves committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a sabbatical leave shall not be eligible for election to the Professional Leave Committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed sabbatical project.

27.6 A copy of the application shall be sent to the faculty unit employee's department. The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a sabbatical.

27.7 Prior to making a recommendation to the President regarding the sabbatical leave application, the appropriate administrator shall consider the recommendations pursuant to provisions 27.5 and 27.6 above, other campus program needs and campus budget implications.

27.8 Prior to making a final determination regarding the sabbatical leave and the conditions of such an approved leave, the President shall consider the recommendations made pursuant to provisions 27.5, 27.6, and 27.7 above. The President shall respond in writing to the applicant and such a response shall include the reasons for approval or denial. If a sabbatical leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected department and the Professional Leave Committee. If a sabbatical leave is denied based on factors other than merit of the proposal as identified in 27.6 or 27.7, and such denial results in fewer sabbaticals being awarded than 12% of eligible faculty as defined in 27.10, upon request of the faculty unit employee, the sabbatical leave shall be deferred until the following academic year, at which point the leave, if the underlying conditions supporting the proposal remain in effect, shall be granted. If a sabbatical leave was denied in the immediate year prior due to the factors identified in provision 27.6, an application for a sabbatical submitted for the following academic year shall not be denied based on these factors.

27.9 Final approval of a sabbatical leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets (not including PERS holdings) and/or a promissory note that is individually or collectively at least equal to the amount of salary paid during the leave. The guarantee posted shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the sabbatical leave. The guarantee posted shall immediately be canceled in full upon completion of required service or upon waiver of that service by mutual agreement of the faculty member and the CSU.

27.10 a. It is the intent of this Article that faculty unit employees eligible for sabbatical leave who meet the conditions of this Article receive their sabbatical leave, subject to provision 27.7.

b. Effective beginning with sabbatical leaves granted for the 2007-2008 academic year, all applications for sabbatical leave at one-half (1/2) of full salary shall be approved if they meet the criteria set forth in provisions 27.5-27.8. If there are a sufficient number of faculty unit employees eligible for sabbatical leave who meet the conditions of this Article, then a campus shall grant no fewer sabbatical leaves than twelve percent (12%) of the total number of campus faculty unit employees eligible to apply for such leaves in that year in addition to those faculty approved for a
sabbatical at one-half (1/2) of full salary. Sabbaticals deferred according to 27.8 shall be counted in the year they are taken.

c. Arrangements may be developed by the department and approved by the President to accommodate granting sabbatical leaves for faculty unit employees whose leaves have been approved. Such arrangements may include rearranging workload within the department, and other University funding. No faculty unit employee will be involuntarily required to work in an overload situation by such arrangements.

27.11 The salary of an academic year faculty employee or an academic year counselor faculty unit employee on a sabbatical leave shall be in accordance with the following:
   a. one (1) semester at full salary;
   b. two (2) semesters at one-half (1/2) of full salary;
   c. one (1) quarter at full salary;
   d. two (2) quarters at three-fourths (3/4) of full salary;
   e. three (3) quarters at one-half (1/2) of full salary.

The salary of a librarian, 12-month faculty employee, or 12-month counselor faculty unit employee on a sabbatical leave shall be in accordance with the following:

At semester campuses:
   a. four (4) months at full salary;
   b. eight (8) months at one-half (1/2) of full salary.

At quarter campuses:
   a. three (3) months at full salary;
   b. six (6) months at three-fourths (3/4) of full salary;
   c. nine (9) months at one-half (1/2) of full salary.

27.12 The start date of a sabbatical for a 12-month faculty employee with instructional responsibilities shall coincide with the start date of the appropriate academic term.

27.13 Faculty employees serving as department chairs (class codes 2481, 2482) shall be assigned to the equivalent 12-month or academic year instructional faculty classification (e.g. 2361, 2360) for the duration of the sabbatical, and will not receive the department chair stipend while on sabbatical leave.

27.14 If a faculty unit employee occupies a split position with both academic year and 12-month components, the higher appointment time base will normally be used to establish whether the faculty unit employee is placed into an academic year position or a 12-month position for the duration of the sabbatical. Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee whose majority appointment is on a 12-month basis may be assigned to an academic year position for the duration of the sabbatical.

27.15 A sabbatical of two (2) semesters or two (2) or three (3) quarters may be implemented within a two (2) consecutive year period, subject to the recommendations of the Professional Leave Committee and the appropriate administrator and the approval of the President.

27.16 A faculty unit employee on sabbatical leave shall be considered in work status and shall receive health, dental and appropriate fringe benefits provided by the CSU in the same manner as if s/he were not on sabbatical leave.

27.17 A faculty unit employee on sabbatical leave shall be entitled to accrue sick leave, vacation, and service credit toward service salary increase eligibility, eligibility toward promotion, if applicable, and seniority.

27.18 A faculty unit employee on sabbatical leave shall not accept additional and/or outside employment without prior approval of the President.

27.19 A faculty unit employee granted a sabbatical leave may be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and the Professional Leave Committee.

27.20 A faculty unit employee shall render service to the CSU upon return from a sabbatical leave at the rate of one (1) term of service for each term of leave.
Article 28: Difference In Pay Leaves

28.1 A difference in pay leave shall be for purposes that provide a benefit to the CSU, such as research, scholarly and creative activity, instructional improvement or faculty retraining.

28.2 A difference in pay leave may be approved for one (1) or more quarters, semesters, or months as appropriate to the appointment.

28.3 The salary for a difference in pay leave for a faculty unit employee shall be the difference between the faculty employee’s salary and the minimum salary of the instructor rank. The salary for a difference in pay leave for a librarian employee shall be the difference between the librarian employee’s salary and the minimum salary of the lowest comparable time base librarian rank. The salary for a difference in pay leave for a Counselor employee shall be the difference between the Counselor employee’s salary and the minimum salary of the instructor rank at the comparable time base.

28.4 A full-time faculty unit employee shall be eligible for a difference in pay leave if s/he has served full-time for six (6) years at that campus in the preceding seven (7) year period prior to the leave. Credit granted towards the completion of the probationary period for service elsewhere shall also apply towards fulfilling the eligibility requirements for a difference in pay leave. A leave of absence without pay or service in an academic administrative appointment excluded from the bargaining unit shall not constitute a break in service for eligibility requirements, nor shall it fulfill the obligation in 28.16. A faculty unit employee will be eligible for a subsequent difference in pay leave after s/he has served full-time for three years after the last sabbatical leave or difference in pay leave and has satisfied the obligation in 28.16.

28.5 The faculty unit employee shall submit a request for a difference in pay leave. The application shall include a statement of the purpose of the leave; a description of the proposed project; the CSU resources, if any, necessary to carry it out; and a statement of the time requested.

28.6 When a faculty unit employee is afforded an unexpected opportunity, such as external funding, a scholarship or fellowship, a rapid and expedited review for a difference in pay leave will be provided.

28.7 A Departmental Committee composed of tenured faculty unit employees shall review difference in pay leave requests. The Departmental Committee shall be elected by probationary and tenured faculty unit employees. A faculty unit employee applying for a difference in pay leave shall not serve on this Committee. The recommendation ensuing from such a review shall be submitted to the appropriate administrator. This review shall consider questions related to the quality of the proposed difference in pay leave.

28.8 The department shall provide a statement to the appropriate administrator regarding the possible effect on the curriculum and the operation of the department should the employee be granted a difference in pay leave.

28.9 Prior to making a recommendation to the President regarding the difference in pay leave request, the appropriate administrator shall consider the recommendations pursuant to provisions 28.5 and 28.6 above, other campus program needs, and campus budget implications.

28.10 Prior to making a final determination regarding the difference in pay leave and the conditions of such an approved leave, if any, the President shall consider the recommendations made pursuant to provisions 28.5 – 28.8 above. The President shall respond in writing to the applicant and such a response shall include the reasons for approval or denial. If a difference in pay leave is granted, the response shall include any conditions of such a leave. A copy of this response shall be provided to the affected Department Leave Committee.

28.11 Final approval of a difference in pay leave shall not be granted until the applicant has filed with the President a suitable bond or an accepted statement of assets that are at least equal to the amount of salary paid during the period of leave. Such suitable bond or accepted statement of assets shall indemnify the State of California against loss in the event the employee fails to render the required service in the CSU following return of the employee from the difference in pay leave.
28.12 A faculty unit employee on a difference in pay leave shall be considered in work status and shall receive health, dental, and appropriate fringe benefits provided by the CSU in the same manner as if s/he were not on a difference in pay leave.

28.13 A faculty unit employee on a difference in pay leave shall be entitled to accrue sick leave, vacation, and service credit toward merit salary adjustment eligibility, eligibility toward promotion, if applicable, and seniority credit.

28.14 A faculty unit employee granted a difference in pay leave shall not accept additional and/or outside employment without prior approval of the President.

28.15 A faculty unit employee granted a difference in pay leave may be required by the President to provide verification that the conditions of the leave were met. The statement of verification shall be provided to the President and the Department Leave Committee.

28.16 A faculty unit employee shall render service to the CSU upon return from a difference in pay leave at the rate of one (1) term of service for each term of leave.