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| Description: Description: Description: C:\Users\kikeda\Desktop\CPU001_primary_logo_black_copy.jpg | **AP 112**Application for Leave of Absence with PayAs provided by Article 27 and 28 of the Unit 3 MOU*(Revised 9/2023)* |

***This application is to be completed by the applicant and submitted electronically to their Dean’s Office or***

***equivalent with all supporting documentation (as one PDF file) by November 6, 2023.***

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|  **1.** | **NAME OF APPLICANT:** | Last, First MI |
|  **2.** | **ACADEMIC** **DEPARTMENT:**  | Department Name |
|  **3.** | **CURRENT POSITION:** | Current Position | **ACADEMIC RANK:** | Academic Rank |
|  **4.** | **CAL POLY START DATE:** | **Month:** Enter Month | **Year:** Enter Year |
|  **5.** | **LAST SABBATICAL LEAVE, IF ANY:** | Last Sabbatical | **LAST DIP LEAVE, IF ANY:** | Last DIP |
|  **6.** | **TYPE and DURATION OF LEAVE REQUESTED FOR ACADEMIC YEAR 2024-2025**:***Applicants are limited to ONE of the following options only. Please see items 9 and 10 for information about requesting subsequent changes to leave applications and/or approved leaves.*****SABBATICAL LEAVE - ACADEMIC YEAR CLASSIFICATIONS***Academic year department heads/chairs and grant-related instructional faculty must be converted to academic year instructional faculty classification* *(jobcode 2360) for duration of leave with pay.* |
|  | [ ]  **One Quarter (four pay periods at full pay)** - Select Quarter |
|  | [ ]  **Two Quarters (eight pay periods at .75 pay)** *– Select first quarter*: Select Quarter *Select second quarter*: Select Quarter  |
|  | [ ]  **Three Quarters (Fall/Winter/Spring)** - ***twelve pay periods at .50 pay* *(September-August)*** |  |
|  | [ ]  **Academic-Year Counselors/SSP-AR (specify consecutive months requested):** |
|  | Three months at full pay: | Start Month | through | End Month |
|  | Six months at three-fourths pay: | Start Month | through | End Month |
|  | Nine Months at one-half pay: | Start Month | through | End Month |
|  | **SABBATICAL LEAVE - 12-MONTH CLASSIFICATIONS***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.* *12-month department heads/chairs and grant-related instructional faculty must be converted to 12-month instructional faculty classification (jobcode 2361) for duration of leave with pay. All others will remain in their current 12-month classification.* |
|  | [ ]  **12-month Faculty, Heads/Chairs, Librarians or Counselors/SSP-AR *(specify consecutive months requested):*** |
|  | Three months at full pay: | Start Month | through | End Month |
|  | Six months at three-fourths pay: | Start Month | through | End Month |
|  | Nine Months at one-half pay: | Start Month | through | End Month |
|  | **DIFFERENCE-IN-PAY LEAVE** |  |  |  |
|  | [ ]  **AY Instructional Faculty:** Compensated at the difference between my monthly salary and the minimum monthly salary of academic year Instructor rank (currently $4,530/month). |
|  **PLEASE SELECT QUARTER(S) REQUESTED:** | [ ]  FALL | [ ]  WINTER | [ ]  SPRING |
|  | Pay periods affected:FALL*(Sept/Oct/Nov/Dec);*WINTER *(Jan/Feb/Mar/Aug);* SPRING *(Apr/May/June/July)**Academic year department heads/chairs and grant-related instructional faculty must be converted to academic year instructional faculty* *classification (jobcode 2360) for duration of leave with pay.* |
|  | [ ]  **12-month Faculty, Heads/Chairs, Librarians or Counselors/SSP-AR:** Compensated at the difference between my monthly salary and the minimum monthly salary of 12-month Instructor rank (currently $5,168/month). *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.* *12-month department heads/chairs and grant-related instructional faculty must be converted to 12-month instructional faculty classification (jobcode 2361) for duration of leave with pay. All others will remain in their current 12-month classification.* |
|  |  Specify consecutive months requested: Start Month | through | End Month |
|  | [ ]  **12-month Librarians:** Compensated at the difference between my monthly salary and the minimum monthly salary of twelve-month Assistant Librarian rank (currently $5,168/month). Specify consecutive months requested: **Start Month** through **End Month** |
|  | [ ]  **12-month Counselors/SSP-AR:** Compensated at the difference between my monthly salary and the minimum monthly salary of twelve-month Counselor-Instructor rank (currently $5,168/month). Specify consecutive months requested: **Start Month** through **End Month** |
|  | [ ]  **Academic-Year Counselors/SSP-AR:** Compensated at the difference between my monthly salary and the minimum monthly salary of academic-year Counselor-Instructor rank (currently $4,530/month). Specify consecutive months requested: **Start Month** through **End Month** |

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|  **7.** | **Brief one-paragraph abstract or summary of leave proposal (250 words or less):** Brief Summary |
|  **8.** | **In support of this application, please attach the following information:**1. Current resume or curriculum vitae.
2. Core content that includes:
3. an abstract that introduces the proposed work;
4. a description of the project that includes the methodology, objectives, theoretical justification,

and significance of the project;1. a timeline for completion of the project;
2. a description of the expected outcomes and how the findings will be used; and
3. a statement justifying the requested resources needed to complete the project.

C. Supporting documentation from universities, employers, or institutions that might be sponsoring the project (if appropriate).D. Annotated literature search indicating the need for the project (if appropriate).E. A statement of the benefits that will accrue to the university, to your profession, and/or to the students.F. A statement of the probability of completion of the proposed project. This should include a statement of: (1) the feasibility of the proposal; (2) the applicant's background in relation to the proposal; and (3) the amount of preparation for the leave as evidenced by advanced study or research (if appropriate).G. A statement of the urgency of the proposed leave in terms of its benefit to the university. |
|  **9.** | **Indicate any internal or external compensation you are seeking or anticipating during the requested period of leave, including salary from grants, other employment (including Extended Education or CP auxiliaries), or other financial assistance. Any proposed employment must be disclosed in the application, must be related to the purpose of leave, and must receive approval of the Provost. Any CSU compensated employment (including through auxiliaries such as CPC or through State employment such as Extended Education) is subject to additional employment provisions governing full-time faculty members (maximum of 25% additional compensation). Faculty on sabbatical or difference-in-pay leaves are considered to be in full-time employment status for purposes of additional compensation, regardless of the length of leave and reduction in salary while in leave status.** |
|  | [ ]  **GRANT/CONTRACT** [ ]  **EMPLOYMENT – indicate position/employer** Position/Employer[ ]  **OTHER** Other[ ]  **NONE** |
|  | A. If yes, describe how funds will be used: Click or tap here to enter text.B. If yes, has the grant, other financial assistance, or offer of employment been awarded? [ ]  YES [ ]  NO (1) If no, when will an award be announced/offer of employment extended? Click or tap here to enter text. (2) If awarded/extended, how will it enhance your proposal? Click or tap here to enter text. (3) If not awarded/extended, how will your proposal be affected? Click or tap here to enter text.**Please note:** Additional compensation or employment opportunities that arise between the submission of your leave application and the conclusion of your leave must also be approved by the Provost. Such requests must be made in writing to the Provost. |
| **10.** | **Indicate any international travel you plan to take as part of your leave.**[ ]  **Yes, I plan to travel internationally as part of my leave.** [ ]  **No, I do not plan to travel internationally as part of my leave.** A. If yes, which country(ies) do you plan to visit and what professional activities are you planning to undertake in each country? Click or tap here to enter text. |
| **11.** | **Requests by an applicant to convert their application for a difference-in-pay leave to application for sabbatical leave may not be made after the professional leave applications have been forwarded to the Provost.** |
| **12.** | An applicant whose sabbatical leave is approved for one or two quarters may reschedule the leave for a different one or two quarter period ***within the same academic year***. This allows some flexibility between the time of initial application and 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.*** |