## Appendix 26C: Procedure

# OFF-CYCLE DIFFERENCE-IN-PAY LEAVE REQUEST PROCEDURE

This policy is based upon current applicable CSU policy and upon Article 28 of the Unit 3 Collective Bargaining Agreement. It concerns only difference-in-pay leaves for faculty, counselors, and librarians that satisfy the criterion *an unexpected opportunity, such as external funding, a scholarship or fellowship*. Eligibility for such leaves is defined in section 28.4 of the faculty contract. Please see the appropriate sections of the University Manual and Articles 22 and 27 of the Unit 3 Collective Bargaining Agreement for information on sabbatical leaves and professional leaves of absence without pay.

## I. REQUESTS FOR DIFFERENCE-IN-PAY LEAVE

Eligible persons desiring a DIP leave shall submit a request to the Department Chair. The request must be submitted on the official University form (Appendix 26-C).

## II. OFF-CYCLE DIFFERENCE-IN-PAY LEAVE PROCEDURES

Upon receipt of a request for an "off-cycle DIP leave" the department chair will convene a Departmental Committee of at least three members. Those eligible for election to the committee are tenured faculty unit employees who are not applying for a difference-in-pay leave. The Committee is elected by the probationary and tenured faculty unit employees in the department. The Committee will review the proposal of the DIP applicant in an expeditious manner and forward a recommendation to the Department Chair. The Department Chair recommends to the Dean, the Dean to the Vice President for Academic Affairs, and the Vice President to the President. All recommendations will proceed in an expedited manner so as to respond in a timely fashion to the unexpected opportunity.

The Committee is responsible for judging the merits of all applications for difference-in-pay leaves on the basis of the following criteria: professional benefits to the applicant and University; merits of the proposal; qualifications of the applicant; and quality of expected outcomes. In addition, the Committee or Department Chair shall provide a statement to the Dean regarding the potential effect on the curriculum and the operation of the department should the employee be granted a difference-in-pay leave.

The University Professional Leave Committee will approve or disapprove reports from faculty returning after difference-in-pay leave as specified in Appendix 26 of the University Manual.

## III. ACCEPTANCE OF LEAVE

Faculty granted a professional leave with pay must submit a formal acceptance on the official University form (Appendix 26B). Acceptance of a leave with pay is subject to the conditions and agreements specified in Appendix 26B.