

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1381
FACULTY LEAVES OF ABSENCE WITHOUT PAY (UNIT 3 CBA, ARTICLE 22)

Full-time, temporary, probationary, and tenured faculty members, librarians, coaches, counselors, and part-time tenured faculty members, librarians, coaches, and counselors are eligible for leaves-without-pay.

Eligible employees may request a leave-without-pay (LWOP) for personal or professional purposes. A personal leave of absence without pay may be for purposes of unpaid sick leave, outside employment, maternity/paternity, family care leave, or other purposes of a personal nature. A professional leave of absence without pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the campus.

Leaves are granted for up to two years. An extension may be granted for up to one year at a time. Maternity/paternity leave is limited to twelve months and does not constitute a break in service.

A faculty unit employee on a leave of absence without pay for more than fifteen (15) working days may opt to continue his/her health and dental benefits at his/her own expense. An employee on a leave of absence without pay for fifteen (15) working days or less shall receive health and dental benefits as provided by the CSU in the same manner as when the employee was on pay status. However, if the employee's payroll warrant amount is insufficient to cover payroll deductions necessary to cover or continue health and dental insurance premium payments above the CSU contribution, the employee shall be responsible for direct payment of the total premium (employer and employee share) amount to the respective carrier in accordance with the existing procedures for direct payment.

An eligible employee on LWOP may not return to pay status prior to expiration of the leave without written approval from the President. Moreover, he/she must notify the dean/director no later than March 1 of his/her intention to return to duty at the beginning of the academic year; or no later than September 1 of his/her intention to return to duty at the beginning of spring term.

A faculty member on LWOP for professional purposes shall, when otherwise eligible, accrue service credit toward, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, and seniority. The maximum accruable credit toward sabbatical eligibility is one year per six-year sabbatical eligibility period. The maximum accruable credit toward service salary increase eligibility is one year per professional LWOP and extensions thereof. Accrued service credit will be forfeited if the conditions of the leave were not met.

For retirement purposed a LWOP is not considered a break in service; however, retirement service credit is not earned during this period of time.

The application procedure for leaves of absence without pay is as follows:

1. A memorandum requesting a leave without pay may be submitted to a department chair/supervisor at any time. The request must state whether the requested leave is for

personal or professional purposes, and the specific period (up to 2 years) leave is requested. The department chair will evaluate the application and submit his/her recommendation to the college dean/director. In arriving at his/her recommendation, the department chair will consult with the tenured members of the department/unit and the results of such consultation will be presented in writing to accompany the recommendation.

2. The dean/director will forward the application with his/her recommendation to the Provost who acts on the request and notifies the applicant, the dean/director, the department chair/supervisor and the payroll and human resource departments.
3. In the case of leaves without pay for professional purposes, accrual of service credit toward sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority requires that any conditions specified in approving the leave be met. Upon returning from leave, the eligible employee shall request verification of accrued service credit. The department chair/supervisor in consultation with tenured members, will recommend for or against approval of service credit. The approval recommendation will follow the approval route described above to the office of Provost. If it is determined that the conditions of leave are not met, accrual of service credit shall be forfeited.

Eligible employees who are granted a leave of absence without pay may retain their library identification card, parking card-key and university keys while on leave if they obtain approval through the line organization and make proper clearance arrangements with the cashier's office and the physical plant and personnel services departments before they sign the necessary leave papers in the payroll office.

A faculty or staff employee on a LWOP for more than one full pay period may opt to continue his/her fringe benefits at his/her own expense. Upon written request of an eligible employee, the CSU shall provide a system for the continued payment of his/her insurance including health and dental benefits during the period of an unpaid leave of absence. During this period, the employee shall pay both the employee's and the CSU's contributions. The employee shall pay all contributions prior to the date each payment is due. If the employee chooses not to continue the payments, the coverage will be suspended and will be reinstated first day of the month following return to pay status.

For computing employees' vacation credit, when an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying pay periods, one (1) of the pay periods is disqualified.

An authorized leave of absence without pay shall not be considered service for the purposes of vacation accrual. Under no circumstances may a faculty unit employee be granted sick leave during a leave of absence without pay.