

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1382**

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, coaching employees, and librarians that satisfy the criterion *an unexpected opportunity, such as external funding, a scholarship or fellowship*. Eligibility for such leaves is defined in the University policy on Professional Leaves-with-Pay and Sections 27.2 and 28.4 of the CBA. 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 Professional Leave Request Form in Policy 1383.

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 or appropriate administrator, the Dean or administrative administrator to the Provost, and the Provost 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 Policy 1377 of the University Manual.

III. ACCEPTANCE OF LEAVE

Faculty granted a professional leave with pay must submit a formal acceptance on the official University Difference-in-Pay Acceptance form in Policy 1384.