



Office of the Associate Vice
 President for Faculty Advancement
 and Student Success
 San Diego State University
 5500 Campanile Drive
 San Diego CA 92182 • 1680
 Tel: 619 • 594 • 6111

FACULTY PARENTAL LEAVE APPLICATION FORM

CBA Article 22.10: Parental leave shall refer to a leave for the purpose of a parent preparing for the arrival and the care of a new child. A parental leave shall not constitute a break in service.

CBA Article 23.4: A bargaining unit employee shall be entitled to a maximum of thirty (30) days of parental leave for the reasons specified in provision 22.10 of this Agreement. Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child. Such leave shall be charged only for workdays in such a period of time and may be used for reason of the birth of a child of the employee or the placement of a child with an employee in connection with the adoption or foster care of the child by the employee.

Section A: APPLICANT INFORMATION

Name of Applicant: _____
 Last Name First Name M.I.

Red ID: _____ Rank or Title: _____

College: _____ Department: _____

Anticipated Date of Birth (or Arrival) of Child: _____

30-Day Period of Leave Requested: _____
 Begin Date End Date

OR
Complete Section B below.

_____ I have contacted the SDSU HR Benefits office at 594-1144 about my leave.
 (initial here)

_____ I am requesting to be considered for an extension of my probationary period/"stopping the clock."
 (initial here) **Note: Extension of probationary period shall not count towards sabbatical eligibility.**
Article 13.8 "Upon the request of a faculty unit employee to the President made no later than thirty (30) days prior to the beginning of the academic term in which s/he is scheduled to return to work, his/her probationary period may be extended for one (1) academic year for ...a leave of absence for pregnancy/birth or adoption."

_____ I understand that this document will be placed in my Personnel Action File five (5) days after it is received
 (initial here) by the Office of Faculty Advancement.

Section B: LEAVE FLEXIBILITY

Parental Leaves are referenced in Articles 23.4-23.6 of the Faculty Collective Bargaining Agreement (CBA). These Articles allow for flexibility in how parental leaves are implemented. The CSU recognizes that the nature of work carried out by faculty unit employees makes leaves of less than one (1) academic term challenging to accommodate. In order to minimize disruptions of the academic program and impacts on students, **please select one of the following leave flexibility options:**

Intermittent (non-consecutive workday) Leave. “A bargaining unit employee shall be entitled to a maximum of thirty (30) days of parental leave...Such leave shall be taken consecutively, unless mutually agreed otherwise by the employee and the appropriate administrator. This leave shall commence within a one hundred and thirty-five (135) day period beginning sixty (60) days prior to the anticipated arrival date of a new child and ending seventy-five (75) days after the arrival of a new child.” (Article 23.4) **List schedule – must obtain Dean’s approval:**

Leave Sharing. “When a faculty unit employee is eligible for a parental leave and his/her spouse or partner is also a faculty unit employee, one spouse/partner may donate all or part of his/her parental leave to the other spouse or partner with the approval of the appropriate administrator(s).” (Article 23.6.a) **Name spouse/partner, campus, and describe details of Leave Sharing – must obtain Dean’s approval:**

Workload Reduction in lieu of parental leave. “Upon request of the faculty unit employee and approval of the appropriate administrator, a faculty unit employee with an academic year appointment may be given a reduced assignment over one academic term in lieu of a thirty (30) day parental leave, as follows: A workload reduction of forty percent (40%) (6 WTUs for one semester).” (Article 23.6.b) **Describe reduced assignment, academic term – must obtain Dean’s approval:**

Section C: GRADING RESPONSIBILITIES

If the dates of this leave coincide with the end-of-term grading period, WebPortal access for grading shall be provided to the substitute instructor/instructor of record and the faculty member on leave shall not suffer work in connection with grading or grade reporting. – **must obtain department chair/school director and dean approval**

Name of substitute instructor/instructor of record: _____

Section D: APPROVAL SIGNATURES

Signature of Applicant **Date**
 [Forward to Department Chair/School Director]

Chair, Department/School Director (print) **Signature** **Date**
 [Forward to College Dean]

Dean of the College (print) **Signature** **Date**
 [Forward to Faculty Advancement and Student Success]

Section D: LEAVE PLAN – to be completed by HR

Benefits Representative _____ Date _____

State Date	_____	End Date	_____	Leave Type	_____	Comments	_____
State Date	_____	End Date	_____	Leave Type	_____	Comments	_____
State Date	_____	End Date	_____	Leave Type	_____	Comments	_____
State Date	_____	End Date	_____	Leave Type	_____	Comments	_____