

**SAS FACULTY APPLICATION
FOR LEAVE OF ABSENCE WITHOUT SALARY**

Please fill out this form and submit to your area dean once it has been endorsed by your department chair. Submission and endorsements are preferred by email with this form as an attachment.

Name of Applicant: _____

Academic Rank and Title: _____

Department(s): _____

Please check and indicate the year for which you are applying for leave of absence without salary:

____ Fall _____

____ Spring _____

____ Academic Year _____

____ Calendar Year _____

Indicate the reason:

____ Personal Convenience

____ Professional Development If visiting another organization please provide name: _____

____ Completion of Terminal Degree

Please note: As per University policy 60.5.8 -The University retains the right to require a faculty member to withdraw from any outside association that it judges to constitute a conflict of interest with the faculty member's obligations to the University.

(Do not use this form for request for Family Leave. In instances of Family Leave, please speak to your Department Chair directly.)

TENURE-TRACK FACULTY ONLY

Does the requested time period represent a possible terminal year for you? Yes___ No___

CERTIFICATION FOR EXCLUSIONS FROM PROBATIONARY PERIOD:

1. _____ This is my first leave of absence without pay (inclusive of family leave) and I understand that in accordance with the agreement between Rutgers and the AAUP-AFT, this time period will automatically be excluded from my probationary period.
2. _____ This is my second leave of absence without pay (inclusive of family leave) and I wish to have this time period excluded from my probationary period.
3. _____ This is my second leave of absence without pay (inclusive of family leave) and I DO NOT wish to have this time period excluded from my probationary period.

For those requesting a one semester leave of absence without pay:

_____ The time period of my leave is for one semester but I wish to have the **entire year** excluded from my probationary period. I understand that I can exercise this option only once during my probationary period.

RUTGERS-AAUP-AFT COLLECTIVE NEGOTIATIONS AGREEMENT
ARTICLE XVII – LEAVE OF ABSENCE WITHOUT PAY

If my application is approved, I agree to the conditions established by Rutgers University for leave under the Leave of Absence Without Pay (Article XVII) provision of the Agreement between Rutgers and the AAUP-AFT:

A. Leaves of absence without pay are for the purpose of professional development, personal convenience, or completion of a terminal degree. Such leaves may be for a period up to two consecutive years.

B. The granting of a leave of absence without pay to members of the faculty is subject to the needs of the academic program and requires the approval of the department chairperson and the dean. Such approval may not be unreasonably withheld, and a written statement of the reasons for withholding approval shall be given to the faculty member upon request within ten working days of that request.

C. A request for a leave of absence without pay shall normally be made one year in advance and will specify the requested dates of commencement and termination of the leave. The date for the commencement and termination of such leave shall be at the discretion of the University, but normally such leave shall commence on July 1 or on January 1 and shall terminate on December 31 or June 30.

D. A leave of absence without pay shall not count in the probationary period for tenure. In the event a leave of absence without pay is taken for one semester, the faculty member, only once during his/her probationary period, may request to have the entire year excluded from the probationary period for tenure. A request for a full year's exclusion normally shall be made by the faculty member at the time the leave of absence is requested, and, if the University grants the leave, it shall at the same time respond to the faculty member's request for a full year's exclusion.

E. A first year's leave of absence without pay shall automatically extend the term of appointment by a period equal to the time excluded from the probationary period. No extension applicable to the final year of the faculty member's probationary period may be requested or granted.

F. A second year's leave of absence without pay shall not automatically extend the term of appointment. When the second year's leave of absence is requested, a faculty member may request an extension of his/her appointment for a period of time equal to the amount of the leave, except that no extension applicable to the final year of the faculty member's probationary period may be requested or granted. If the University grants the leave, it shall at the same time respond to the faculty member's request for an extension of the appointment. Denial by the University of a faculty member's request for an extension of the appointment shall be grievable under Article IX, Category 2.

G. A faculty member who has been on a leave shall receive on return any salary improvements he/she would have received had he/she been serving at Rutgers during the leave period. Normal University policy regarding benefits during a period of leave without pay shall apply. The University shall provide to faculty members who are beginning a leave of absence without pay the forms and instructions necessary to re-enrolling in those benefit plans for which they are eligible upon their return to paid employment.