



APPLICATION FOR SPECIAL LEAVE FOR CHILD CARE (UNPAID) INSTRUCTIONAL STAFF ONLY

**Employee completes form and submits to Dept. Chair/Supervisor.
Human Resources' signature required.**

College

Employee Information:

Name Empl. ID

Contract Title Department

Supervisor's Name Phone

Address City State Zip

Phone email

I am requesting Special Leave for Child Care (Unpaid): Begin Date End Date

Child's birth certificate or supporting affidavit of legal responsibility is attached

I am requesting an extension of Special Leave for Child Care (Unpaid): Begin Date End Date

Special leaves for the purpose of caring for a newborn infant shall be granted to a member of the Instructional Staff upon notification to the President and application for such leave, provided the applicant has legal responsibility for the care and/or support of said child.

- The duration of the leave shall ordinarily be for one full semester (6 months for non-teaching instructional staff).
- In exceptional cases, the President may terminate such leave during the college term, provided there is an appropriate opening in which the applicant's service may be utilized.
- An extension of such leave shall be permitted on request for a period not in excess of one year from the end of the original leave. No further extension shall be permitted.
- Leaves for the purpose of caring for a newborn infant shall be granted without pay during the period of the leave, including the vacation period concomitant to the leave. If the leave is for one semester only, the loss of paid vacation shall be for one month only. If the leave is for two semesters, both months of vacation shall be without pay.
- If the duration of the leave is less than one calendar year, it shall be credited toward salary increments; if it is one calendar year or more, it shall not be credited towards salary increments.
- When the service of a member of the Instructional Staff is interrupted by reason of absence on a leave for the purpose of caring for a newborn infant, the period of creditable service immediately preceding such absence shall be counted in computing the years of service required for the granting of tenure, a certificate of continuous employment (CCE), or for a certificate of continual administrative service in the Higher Education Officer series title (13.3b).
- Employees who are on leave without pay do not receive benefits (health insurance) and are not eligible for retirement credit while on leave.

I understand the conditions that apply to this leave.

Employee Signature _____ Date _____

Noted:

Dept. Chair/Supervisor Signature _____ Date _____

Human Resources Signature _____ Date _____

Signatories are for notification purposes per campus procedure:

School Dean Signature _____ Date _____

Vice President Signature _____ Date _____

President Signature _____ Date _____