

Application for Paid Parental Leave

Office of Human Resources, Equal
Opportunity, and Compliance

APPLICATION FOR PAID PARENTAL LEAVE (Faculty)

Please review Sections A, B, C and D when completing this form

Name of Applicant: _____ CMS ID: _____

Email Address: _____ Department: _____ Contact # _____

30-Days of Parental Leave: _____ OR Complete Section B below
Begin Date End Date

Anticipated date of birth (or arrival) of child: _____

Section A:

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, the following options are available:

Parental 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)

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) NOTE: If the faculty unit employee are employed at different campuses, the "leave sharing" *must be mutually agreed upon by the appropriate administrators at each impacted campus.*

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) NOTE: The 135 day period doesn't apply.

Section B:

Select Option Below

A. Leave Sharing (spouse/partner name, campus, describe details; attach a signed memo with Dean's approval)

B. Workload Reduction (Describe reduced assignment, academic term; attach a signed memo with Dean's approval)

Section C:

Extension of Probationary Period Information:

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.

Section D:

Signature of applicant _____ **Date** _____

[Forward to Department Chair(s)]

Signature of Department Chair(s) _____ **Date** _____

[Forward to College Dean(s)]

Signature of College Dean(s) _____ **Date** _____

[Forward to Associate Vice President for Faculty Affairs]

Signature of AVP, Faculty Affairs _____ **Date** _____

Comments: _____

Return completed form to the Leaves Specialist by email or hand deliver to:

Human Resources, MSR320

Phone: 209-664-6921; Fax: 209-664-7182; Email: leavesprogram@csustan.edu