



**FACULTY REQUEST
PERSONAL OR PROFESSIONAL LEAVE OF ABSENCE**

| Office of Faculty Affairs | BH-303 | Ph: 562/985-1742 | Fax: 562/985-1680 | Email: aa-facultyLOA@csulb.edu |

1) Date of Request: ____/____/____

EMPLOYEE INFORMATION

2) Faculty Name	3) Campus ID (9-digits)
4) Department/College	5) Employment Status <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure-track <input type="checkbox"/> Lecturer <input type="checkbox"/> FERP Participant <input type="checkbox"/> Other

LEAVE INFORMATION

6) Reason(s) for Request:

Personal Professional

Purpose for Request: _____

(Attach any additional information to e-mail submission)

7) Absence Information: <input type="checkbox"/> Full Leave <input type="checkbox"/> Partial Leave <i>Indicate requested workload reduction:</i> <i># of units _____ or % of timebase _____</i>	Period of Absence: <input type="checkbox"/> Full Academic Year – AY ____/____ <input type="checkbox"/> Semester Only: <input type="checkbox"/> Fall ____ OR <input type="checkbox"/> Spring ____ Return-to-Work Date: ____/____/____
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8) Insurance Continuation During Leave of Absence Without Pay

A faculty unit employee on a leave of absence without pay for more than fifteen working days may opt to continue health and dental benefits at his/her own expense. The employee shall be responsible for direct payment of the total premium (employer and employee share) amount to the respective carrier in accordance with the existing procedures for direct payment.

Do you wish to continue these insurances? *(check "yes," "no" or "N/A" for each plan)*

Medical: Yes No N/A
 Dental: Yes No N/A
 Vision: Yes No N/A

REQUEST SUBMISSION PROCESS

Route this form for review as follows:

- Complete this form electronically. Submit the completed form via email to department chair for consideration.
- Department chair forwards response and faculty member's request via email to college dean for consideration.
- College dean forwards response and faculty member's request via e-mail to aa-facultyLOA@csulb.edu for final determination.
- The Office of Faculty Affairs provides a written response to the faculty's request via e-mail and U.S. postal mail. University correspondence will be sent to faculty's mailing address listed in MyCSULB.