

## Requesting Extension of Probationary Period

Date: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

Department/Unit: \_\_\_\_\_ (example: School of Art)

SUBJECT: Request for Extension of Probationary Period

I am writing to formally request an extension of my probationary period for **one academic year**, pursuant to Article 13.8 of the Unit 3 Collective Bargaining Agreement. This request is based on my qualifying leave of absence during the \_\_\_\_\_ academic year.

With your approval, I propose that my next evaluation begin in \_\_\_\_\_.

Thank you for your consideration of this request.

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Department Chair's Recommendation:

Recommend       Do Not Recommend

Department Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/Director's Recommendation:

Recommend       Do Not Recommend

Dean/Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

After receiving approval from your Department Chair and Dean/Director, please email this request to FAHR@csulb.edu for processing. Use the following subject line format:

**Last Name, First Name – Request for Extension of Probationary Period**  
**Example: Doe, Jane – Request for Extension of Probationary Period**

## **UNIT 3 CBA – ARTICLE 13**

### **PROBATION AND TENURE**

#### Extensions of the Probationary Period

##### 13.7

Upon the request of a faculty unit employee to the President made no later than the first day of the leave of absence listed below, or any extension thereto, his/her probationary period shall be extended for the following duration and reasons:

- a. A one (1) year extension of the probationary period when the employee is on a leave of absence for pregnancy/birth or adoption for one (1) year.
- b. An extension of the probationary period for the duration of the leave when the employee is on a personal leave of absence without pay pursuant to provision 22.8 for one (1) or more full academic years.
- c. A one (1) year extension of the probationary period when the employee is on a professional leave of absence without pay for two (2) or more academic years.

##### 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 the following absences of less than one (1) academic year:

- a. Leave of absence for pregnancy/birth or adoption
- b. Personal leave of absence without pay pursuant to provision 22.8
- c. Professional leave of absence without pay pursuant to provision 22.24
- d. Workers' Compensation
- e. Industrial Disability Leave
- f. Nonindustrial Disability Leave
- g. Paid sick leave.