

TO BE COMPLETED BY FACULTY			
<b>Name:</b>		<b>Dept. Name:</b>	
<b>Faculty Type:</b>	Tenured/ TT Faculty	Temporary Faculty	
<b>Request Type:</b>	New Request	Extension of Current Leave	
<b>Leave Type:</b>	Full-Time Leave	Part-Time Leave <i>(specify units of leave and units retained, below)</i>	
Start of Leave:		End of Leave:	Return to Work:
<b>Reason for Professional Leave:</b> <i>(choose one)</i>			
<input type="checkbox"/>	Research	<input type="checkbox"/>	Advanced Study
<input type="checkbox"/>		<input type="checkbox"/>	Professional Development
<input type="checkbox"/>		<input type="checkbox"/>	Other
<b>Extension of Tenure Track Faculty RTP or Temporary Faculty Cumulative Evaluation:</b> <i>(if applicable)</i>			
<u>Tenure Track Faculty</u> If eligible, based upon the length and type of your Leave of Absence, and you wish to request to extend your probationary period for one year, submit the <a href="#">Extend Probationary Period Request Form</a> along with this LOA request.			
<u>Temporary Faculty</u> If eligible, based upon the length and type of your Leave of Absence and you are scheduled to have a cumulative Evaluation during the academic year of your leave, and you wish to request to postpone your Cumulative Evaluation, submit the <a href="#">Postponement of Cumulative Evaluation Request Form</a> along with this LOA request.			
<b>Statement of Purpose (include below or attach separate sheet):</b>			
Description of the research project, study, fellowship or other professional activity and a statement of how this leave will benefit you and the University.			
<b>Faculty Signature:</b>			<b>Date:</b>

TO BE COMPLETED BY DEPARTMENT CHAIR			
Recommend Approval	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	
Comments:			
<b>Department Chair Signature:</b>			<b>Date:</b>

TO BE COMPLETED BY DEAN			
Recommend Approval	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	
Comments:			
<b>Dean Signature:</b>			<b>Date:</b>

QUESTIONS/SUBMIT
Please email completed form and statement of purpose to the Director of Faculty Personnel, <a href="mailto:Scott.Graves@sonoma.edu">Scott.Graves@sonoma.edu</a>

**INFORMATION ABOUT THE USE OF THIS FORM**

Leave for which this form is appropriate: A professional leave of absence without pay may be for purposes of research, advanced study, professional development, or other purposes of benefit to the campus.

**INSTRUCTIONS**

Faculty members are eligible to submit a written application for a leave of absence *without* pay in accordance with Article 22 of the Collective Bargaining Agreement.

**Unless meeting the criteria above, a professional leave of absence without pay may not be taken for outside employment. Instead, use a personal leave of absence.**

**Preferred Application Deadlines:**

Fall Semester	April 1
Spring Semester	October 1
Submit	Request form and statement of purpose to the Director of Faculty Personnel

**EXPLANATION OF TERMS**

<b>Leave of absence</b>	An absence from the campus in excess of 10 days, excluding pre-approved vacation, or any time on unpaid status. No service credit shall accrue toward probation, sabbatical eligibility, difference in pay eligibility, service salary increase eligibility, or seniority except as provided by provisions in Article 22 of the Collective Bargaining Agreement.
<b>Outside employment</b>	A remunerative activity that does not contribute to the campus.
<b>Accruements</b>	A faculty member on a professional leave without pay shall, when otherwise eligible, accrue service credit toward probation as well as maintain: sabbatical eligibility, difference in pay eligibility, service salary increase eligibility and seniority. Please refer Article 22 of the Collective Bargaining Agreement for additional information about maximum eligibility periods.
<b>Statement of purpose</b>	All professional leaves require a statement describing the purpose of the leave including: a description of the research project, study, fellowship or other professional activity and a statement of how this leave will serve the faculty member's development and benefit the University.