

APPLICATION FOR SPECIAL LEAVE FOR SPECIAL PURPOSE

College

Article XIII, Section 13.3 of the CUNY Bylaws provides Leaves for Special Purposes:

Special leaves may be granted to members of the instructional staff for personal emergencies of not more than 10 working days may be granted with pay by the president at his / her discretion.

Employee Information:

Name

Empl. ID

Contract Title

Department

Supervisor's Name

Phone

I am requesting the following period

Reason for Leave

Begin Date

End Date

Signature

_____ Date _____

TO BE COMPLETED BY PRESIDENT OR HIS/HER DESIGNEE

Approved

Not approved

Name

Title

Signature

_____ Date _____

FOR COLLEGE HUMAN RESOURCES USE ONLY

Reviewed and approved:

Total Leaves For Special Purposes (Days) requested and approved for current academic year

Name

Title

Signature

_____ Date _____