TITLE F LEAVE APPLICATION
PROFESSIONAL STAFF MEMBERS
BINGHAMTON UNIVERSITY

Name_____Department_____

Title_____ Email_____

Article XIII, Title F of the *Policies of the Board of Trustees* provides professional staff an opportunity to apply for a leave of absence for the purposes articulated below. Salient points to consider when applying for this leave are as follows:

- Leaves may be requested at either full salary, reduced salary or with no pay
- The purpose of the leave may be for:

  Professional development

  Acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies as an expert, consultant or in a similar capacity or for other appropriate purposes consistent with the needs and interests of the University

- Sufficient lead time must be given to your department and to the university to consider your proposal (lead time should be at least six months prior to the commencement of a proposed leave).
- Leaves must be requested using this application and routed to the employee's supervisor, Dean and/or Director, Vice President and finally the President. At the time the initial form is completed and routed to the supervisor, a copy must be sent to the Director of Human Resources, AD 242.
- If a leave with pay is requested, the employee should be prepared to offer suggestions to his or her supervisor/manager regarding how their function and work might be covered during their absence. Partnering in this manner is a productive way to discuss the operational needs of the department and offering ideas regarding that coverage will be important.
- Leave requests for full or reduced salary must be approved by the Chancellor

H-1B VISA HOLDERS: Please note that there are geographical work restrictions for those whose work authorization stems from an H-1B work visa. If you plan to be out of residence from Binghamton University for periods lasting more than 1 week at a time, further action may be required. Please contact the Human Resources office or the Dean's office prior to your anticipated time away.

PURPOSE OF REQUESTED LEAVE

Below, please state the purpose of your requested Title F leave, indicate whether you are requesting the leave at a full or reduced salary amount or without pay and the anticipated duration of the leave. Please be sure to include information regarding the leave's value to you as an applicant and to Binghamton University.

Employee _____Date_____
Supervisor/Manager_____Date_____
Dean/Director_____Date_____
Vice President_____Date_____
President_____Date_____

PLEASE NOTE: At the time of application, please forward a copy of this application to the Director of Human Resources, AD 242. Questions regarding the completion of this form may be directed to the Director of Human Resources at x72187.