

APPLICATION FOR SPECIAL LEAVE FOR SPECIAL PURPOSE

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 to 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 Phone I am requesting the following period Reason for Leave Begin Date End Date TO BE COMPLETED BY PRESIDENT OR HIS/HER DESIGNEE Approved Not approved Not approved Name Signature Date FOR COLLEGE HUMAN RESOURCES USE ONLY Reviewed and approved: Total Leaves For Special Purposes (Days) requested and approved for current academic year		College								
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