



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 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 _____