

Additional/Outside Employment During Leave Request Form

PLEASE ATTACH A COPY OF THE APPROVED LEAVE PROPOSAL TO THIS FORM

ADDITIONAL EMPLOYMENT is CSU employment in addition to primary or normal employment (<u>CBA Article 36</u>); OUTSIDE EMPLOYMENT is other employment (<u>CBA Article 35</u>)

- *Guidelines for Sabbaticals can be found in UPS 260.102
- *Guidelines for Difference-In-Pay Leaves can be found in UPS 260.104

	College		Departme	nt	Perio	a ana 15	pe of Lea	ive
Organization where addition	al Amount of	f time to be wor	ked and	Name of super	visor S	upervis	or phone	and
employment is sought		remuneration i	requested			mail		
Describe the specific activities for which you are requesting to be paid and address how the additional/outside								
Describe the specific activities for which you are requesting to be paid and address how the additional/outside employment will impact the leave and its outcomes (attach additional pages if necessary)								
Describe any other pertinent information and/or conflicts that the additional/outside employment may have with CSUF or other agencies (attach additional pages if necessary)								
Faculty Signature			Da	ate				
Chair's Comments (attach ac	lditional pages	if necessary)*						
If CSU additional employment, does total workload exceed 125%? (CBA Section 36.4) If teaching, was assignment due to exceptional circumstances? (UPS 260.102 VIII.C / UPS 260.104 VIII.2)								
, ,			•	•	260 104 V	/III 2\	YES	NO
If teaching, was assignment du	e to exception	al circumstances	s? (UPS 260	.102 VIII.C / UPS		/III.2)	YES YES	NO NO
, ,	e to exception		s? (UPS 260	.102 VIII.C / UPS	260.104 V Date	/III.2)	•	
If teaching, was assignment du	e to exception	al circumstances	s? (UPS 260	.102 VIII.C / UPS		/III.2)	•	
If teaching, was assignment du	e to exception	al circumstances air's Signature (1	s? (UPS 260	.102 VIII.C / UPS		/III.2)	•	
If teaching, was assignment du Recommend (Yes or No)?	e to exception	al circumstances air's Signature (1	s? (UPS 260	.102 VIII.C / UPS		/III.2)	•	
If teaching, was assignment du Recommend (Yes or No)? Dean's Comments (attach acult of CSU additional employment)	does total wor	al circumstances air's Signature (1 if necessary)*	forward to	Dean) Section 36.4)	Date		•	
If teaching, was assignment du Recommend (Yes or No)? Dean's Comments (attach ac	does total wor	al circumstances air's Signature (1 if necessary)*	forward to	Dean) Section 36.4)	Date		YES	NO
If teaching, was assignment du Recommend (Yes or No)? Dean's Comments (attach ac If CSU additional employment,	does total wor	al circumstances air's Signature (1 if necessary)*	s? (UPS 260 forward to 25%? (CBA S	Dean) Section 36.4)	Date		YES	NO
If teaching, was assignment du Recommend (Yes or No)? Dean's Comments (attach ac If CSU additional employment, If teaching, was assignment du	does total wor	al circumstances air's Signature (1 if necessary)* rkload exceed 12 al circumstances	s? (UPS 260 forward to 25%? (CBA S	Dean) Section 36.4)	Date 260.104 V		YES	NO
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If teaching, was assignment du Recommend (Yes or No)? Dean's Comments (attach ac If CSU additional employment, If teaching, was assignment du Recommend (Yes or No)?	does total wor	al circumstances air's Signature (1 if necessary)* rkload exceed 12 al circumstances an's Signature (1	essary)*	Dean) Section 36.4) 102 VIII.C / UPS	Date 260.104 V		YES	NO