



# 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 ([CBA Article 36](#));

OUTSIDE EMPLOYMENT is other employment ([CBA Article 35](#))

\*Guidelines for Sabbaticals can be found in [UPS 260.102](#)

\*Guidelines for Difference-In-Pay Leaves can be found in [UPS 260.104](#)

Name	College	Department	Period and Type of Leave
Organization where additional employment is sought	Start/End Dates and amount of time to be worked (i.e. workload)	Name of supervisor	Supervisor phone and email
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. If funding is from a grant, has ASC approval been obtained? Attach additional pages if necessary.			
Faculty Signature		Date	

Chair's Comments (attach additional pages if necessary)		
<p>Answer both questions below:          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)</p>		
Recommend (Yes or No)?	Chair's Signature (forward to Dean)	Date

Dean's Comments (attach additional pages if necessary)		
<p>Answer both questions below:          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)</p>		
Recommend (Yes or No)?	Dean's Signature (forward to FAR)	Date

Provost's Comments (attach additional pages if necessary)		
Approved (Yes or No)?	Provost's Signature	Date