

2023-2024 Difference-in-Pay Leave Application

Applicants are urged to thoroughly read [UPS 260.104](#) as well as [Article 28](#) of the Unit 3 Collective Bargaining Agreement (CBA) prior to completing this application. An application consists of this form and supporting materials. The completed application must be submitted to Faculty Affairs and Records (in PLS-290 or FAR@fullerton.edu) by the annual deadline of **5:00 p.m. on Monday, October 17, 2022**.

Name		Term of Difference-In-Pay Leave Being Requested		Date
College	Department	Rank	Last Previous Paid Leave Type	Last Previous Paid Leave Term and Year
Please provide a concise description of your project in the space below (further elaborate in the narrative)				
Will any CSU resources other than your salary be necessary to carry out this project?		If Yes, please specify:*		
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you have any financial interest involved with the project or enterprise you will undertake while on leave?		<input type="checkbox"/> Yes (attach a statement of economic interest to this application) <input type="checkbox"/> No		

*Note: Article 28.14 specifies that a faculty unit employee on leave with pay shall NOT accept outside employment without approval of the President. This application does NOT secure such approval.

According to the guidelines for professional leaves, an application shall consist of:

- 1) This application form
- 2) An application narrative that describes the project and includes the objectives and methods (not to exceed 5 pages)
- 3) A brief vita (not to exceed 2 pages)

I recognize that this leave, if granted, will be pursuant to Article 28 of the Collective Bargaining Agreement and UPS 260.104. I agree to abide by these terms should this application be approved.

If this leave is granted, I agree to return to the service of the California State University and render at least one term of service for each term of leave. Pursuant to the requirements of Article 28.11 of the Collective Bargaining Agreement, I agree to sign a promissory note (the value of which is at least equal to the amount of salary to be paid during the difference-in-pay leave) as evidence of my capacity to indemnify the State of California against loss in the event of failure to fulfill this agreement.

Note: Faculty approved for difference-in-pay leaves will be asked to submit a notarized promissory note after the Provost's decision has been announced. The State will pursue repayment should any employee fail to return service.

<input type="checkbox"/>	I declare under penalty of perjury that the portions of this application I have completed are true and correct.
Signature:	Date:

After confirming the applicant's eligibility, FAR will forward this form, the application narrative, and the brief vita to the Department Chair for consideration by the Department Leaves Committee (see next page).

Recommendation of the Department Leaves Committee

<i>DLC Members to Sign in Alphabetical Order</i>	<i>DLC Chair to Record Vote Tally and Date</i>
1.	Recommend DIP Leave _____ (# votes) DO NOT Recommend DIP Leave _____ (# votes) Abstention _____ (# votes) Date:
2.	
3.	
4.	
5.	
Comments:	

Please forward to the Department Chair next

Department Chair Impact Statement

<input type="checkbox"/> The proposed leave will not disrupt the continued and regular course offerings of the department.	
<input type="checkbox"/> The proposed leave will disrupt the continued and regular course offerings of the department.	
<input type="checkbox"/> The proposed leave will not adversely affect the quality of education offered in the department.	
<input type="checkbox"/> The proposed leave will adversely affect the quality of education offered in the department.	
Signature:	Date:
Comments:	

Please forward to the College Dean next

Recommendation of the Dean

<input type="checkbox"/> Recommend DIP Leave	<input type="checkbox"/> DO NOT Recommend DIP Leave
Signature:	Date:
Comments:	

Please forward to FAR next