Academic and Professional Staff requesting a Title F leave must complete this application and route it to your immediate supervisor who will then initiate a Current Employee Change Form and route both documents for review and approval through to the President. Approved applications will be forwarded to Human Resource Management for processing and the employee will be notified. Disapproved applications should be returned to the requesting employee.

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| --- | --- | --- | --- |
| Last Name:  |       | First Name: |       |
| Budget Title: |       |
| Department:  |       |
| E-mail:  |       | Office Phone: |       |
| Duration of leave:  | [ ]  fall [ ]  spring [ ]  academic year  | [ ]  other: |  |
| Begin Date:  |       | End Date: |       |
| Compensation during leave: | [ ]  full salary [ ]  reduced salary $      [ ]  without salary |
|  |
| Purpose of Requested Title F LeavePlease include information regarding the leave’s value to you as an applicant and to Buffalo State.      |
| Title F Leave Information The SUNY Policies of the Board of Trustees Article XIII, Title F, Sections 1-3 and the UUP Agreement Article 23.7b, note a Title F leave may be used for professional development, acceptance of assignments of limited duration with other universities and colleges, governmental agencies, foreign nations, private foundations, corporations and similar agencies, as a faculty member, an expert, consultant or in a similar capacity or for other appropriate purposes consistent with the needs and interests of the university. Leave of absence without salary may also be granted under appropriate circumstances, for the purpose of child care. Title F leaves are not granted with pay for the purpose of child care.While on leave, vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section. Sufficient lead time must be given to your department and to the university to consider your proposal. If a leave with pay is requested, please be prepared to offer suggestions to your supervisor regarding how your duties and responsibilities might be covered during your absence. Partnering in this manner is a productive way to discuss the operational needs of the department and offering ideas regarding that coverage will be important.Upon return from the approved leave, the employee must submit a detailed report of professional activities and accomplishments while on leave to the Provost/VP and President.  |
|  |  |       |
| Employee’s Signature |  | Today’s Date |