

Academic Leave Summary

Brooklyn College of The City University of New York

Section 1: Completed by Department Chairperson

Last Name	First Name	Empl ID
Department		Title

Academic Leave Type: <ul style="list-style-type: none"> <input type="radio"/> Fellowship Leave <ul style="list-style-type: none"> { } Full-year, 80% Salary { } One Semester, 80% Salary { } One Semester, 100% Salary <input type="radio"/> Scholar Incentive Award <input type="radio"/> Special Leave of Absence (without pay) <input type="radio"/> Partial Leave of Absence (partial pay) <input type="radio"/> Professional Reassignment Leave in Library 	Reason for Leave: <ul style="list-style-type: none"> <input type="radio"/> Research and Related Travel <input type="radio"/> Creative Work <input type="radio"/> Teaching Improvement <input type="radio"/> Service at Another Institution <input type="radio"/> Other: _____ 	% of Salary During Leave: <div style="text-align: right; font-size: 24pt;">%</div>
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Leave Period: <ul style="list-style-type: none"> <input type="radio"/> Academic Year Semester 1: _____ <input type="radio"/> Calendar Year Semester 2: _____ <input type="radio"/> Split Leave (if applicable)

Summary Completed by Department Chair

Signature	Today's Date
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Section 2: Completed by Human Resource Services

Annual Salary \$	Leave Begin	Leave End	Leave Begin (Part 2)	Leave End (Part 2)
Increment Credit? <input type="radio"/> Yes <input type="radio"/> No	Tenured / CCE? <input type="radio"/> Yes <input type="radio"/> No			
Retirement Credit? <input type="radio"/> Yes <input type="radio"/> No	If no, will this leave change the existing tenure or CCE date? <input type="radio"/> Yes <input type="radio"/> No			
	If yes, will this leave change the Fellowship Leave eligibility date? <input type="radio"/> Yes <input type="radio"/> No			

Eligible for Leave? <i>(Initial if Yes. See Eligibility Report for details.)</i>	<i>Comments – HRS</i>	<i>Comments – APFA</i>
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Academic Leave Eligibility Report

Last Name	First Name	Empl ID
Department		Title

Completed by Human Resource Services

Date Appointed to Tenure- / CCE-track (or with tenure): _____

Previous Leaves	
Dates	Type / Description

Year	Spring	Fall
2007		
2008		
2009		
2010		
2011		
2012		
2013		
2014		
2015		
2016		
2017		
2018		
2019		
2020		
2021		
2022		
2023		

Remarks:	
Initial Date Appt to University	
Date Appt to Current Title	
Date of Tenure/CCE	
Highest Degree	

Eligibility Date:

Reviewed By: _____

Date: _____