

<h1 style="margin: 0;">Academic Leave Summary</h1> <p style="margin: 0;"><i>Brooklyn College of The City University of New York</i></p>				HRS Only	
Section 1: Completed by Department Chairperson					
Last Name		First Name		Empl ID	
Department			Title		

<p>Academic Leave Type:</p> <p><input type="radio"/> Fellowship Leave</p> <p style="margin-left: 20px;">{ } Full-year, 80% Salary</p> <p style="margin-left: 20px;">{ } One Semester, 80% Salary</p> <p style="margin-left: 20px;">{ } One Semester, 100% Salary</p> <p><input type="radio"/> Scholar Incentive Award</p> <p><input type="radio"/> Special Leave of Absence (without pay)</p> <p><input type="radio"/> Partial Leave of Absence (partial pay)</p> <p><input type="radio"/> Professional Reassignment Leave in Library</p>	<p>Reason for Leave:</p> <p><input type="radio"/> Research and Related Travel</p> <p><input type="radio"/> Creative Work</p> <p><input type="radio"/> Teaching Improvement</p> <p><input type="radio"/> Service at Another Institution</p> <p><input type="radio"/> Other: _____</p>	<p>% of Salary During Leave:</p> <p style="font-size: 2em;">%</p>
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<p>Leave Period:</p> <p><input type="radio"/> Academic Year Semester 1: _____</p> <p><input type="radio"/> Calendar Year Semester 2: _____</p> <p><input type="radio"/> Split Leave _____ <i>(if applicable)</i></p>	<p style="text-align: center;">Summary Completed by Department Chair</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: bottom;">Signature</td> <td style="width: 50%; height: 40px; vertical-align: bottom;">Today's Date</td> </tr> </table>	Signature	Today's Date
Signature	Today's Date		

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 Retirement Credit? <input type="radio"/> Yes <input type="radio"/> No		Tenured / CCE? <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		

Eligible for Leave? <i>(Initial if Yes. See Eligibility Report for details.)</i>	<i>Comments – HRS</i>	<i>Comments – POFA</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
2016		
2017		
2018		
2019		
2020		
2021		
2022		
2023		
2024		
2025		
2026		
2027		
2028		
2029		
2030		
2031		
2032		

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

Eligibility Date:

Reviewed By:

Date: _____