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# GENESEO

THE STATE UNIVERSITY OF NEW YORK

Approved By: Cabinet  
Effective Date:

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Category: Human Resources  
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## Title F Leave Policy

### I. Policy

- A. In accordance with the SUNY Board of Trustees Policies, the purpose of a Title F leave may be 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.
- B. Eligibility
  - 1. Academic and Professional Staff employees.
- C. Salary
  - 1. Leaves may be requested at full salary, reduced salary or without salary.
- D. Leave Credits
  - 1. Vacation leave and sick leave credits shall not be accrued or used during a period of leave pursuant to provisions of this section.

### II. Procedure

- A. Requests must be made in writing to the Chief Administrative Officer using the Title F Leave Application Form. This application should include a statement of the purpose for which the leave is requested, its anticipated duration and its value to the applicant and the University. A Geneseo Employment Recommendation (GER) Form must accompany all Title F Leave Application Forms for appointment and payroll processing purposes.
- B. The chief administrative officer has the authority to approve such leaves. For approved leaves, a campus approved UP-3 form must be placed in the employee's personnel file and a copy of the approved form must be forwarded to the SUNY Office of University-Wide Human Resources.

### III. Forms

[Geneseo Employment Recommendation \(GER\) Form](#)  
[Title F Application](#)  
[UP-3 Form](#)

### IV. References

SUNY Board of Trustees Policies, Article XIII, Title F, Sections 1-3, Article 23.7 of the State/UUP Agreement.