

# Academic Leave Information

THE OFFICE OF HUMAN RESOURCES

CCNY

# Fellowship Leave Awards

Application Submission Deadline: January 31<sup>st</sup>

Applications available at: <https://www.ccny.cuny.edu/hr/forms>

Submit applications to: [hrfacultyservices@ccny.cuny.edu](mailto:hrfacultyservices@ccny.cuny.edu)

# Fellowship Leave Awards Purpose

**Fellowship leaves may be granted for the following purposes:**

- Conducting research (including study and related travel)
- Improvement of teaching
- Production of creative works in literature or the arts

# Fellowship Leave Award - Eligibility Criteria

**In order to be eligible for consideration for a Fellowship Leave, the individual must:**

- Be in an eligible title
- Be tenured or have a Certificate of Continuous Employment (CCE)
- **Note: Instructional staff approved for tenure the following September 1st are eligible to apply for Fellowship Leave.**
- Have six years of continuous paid full-time service with the University exclusive of fellowship leaves and most other leaves.

# Fellowship Leave Award - Eligible Titles

## **The following CCNY titles are eligible for Fellowship Leave Awards:**

- Tenured Assistant Professor, Associate Professor, or Professor
- Tenured College Laboratory Technician, Senior College Laboratory Technician, or Chief College Laboratory Technician
- Lecturer with a Certificate of Continuous Employment (CCE)
- Lecturers with a CCE on leave from that title, serving in an untenured professorial title

# Fellowship Leave Award – Duration & Compensation

## Full Year Leave

- Fellowship leaves are paid at 80% of the biweekly salary rate
- **Full year leaves** may be taken as a continuous academic year or as a split year
  - Continuous academic year: Fall 2027 & Spring 2028
  - Split year:
    - Two fall semesters: Fall 2027 & Fall 2028
    - Two spring semesters: Spring 2028 & Spring 2029
    - Spring and Fall of different academic years: Spring 2028 & Fall 2028
- You will be returned to 100% pay during non-fellowship leave semesters
- Please indicate which semesters you are applying for on Page 3 of the leave application

# Fellowship Leave Award – Duration & Compensation

## Half Year Leave

- **Half year leave Options**
  - 80% pay
  - Competitive 100% pay
  - Fall or Spring semester
  
- Please indicate which semesters you are applying for on Page 3 of the leave application

# Competitive Leave

- CCNY awards one Fellowship Leave for one semester at full pay each academic year
- There should be a strong likelihood that the project would not be possible without the leave
- The request should be for academic (scholarly, pedagogical, or creative) work that will:
  - ❖ Enhance the individual as a scholar, teacher, or performing or visual artist
  - ❖ Bring prestige and benefit to the College through the faculty member's subsequent service
  - ❖ Provide substantial improvement to pedagogy and curriculum.

## Competitive Leave (Cont.)

- A current curriculum vitae and a research statement of no more than three pages must be included with the application when emailed to HR Faculty Services
- If you wish to be considered for a leave at 80% of the annual rate, in the case you are not awarded the competitive leave, you must file two separate Fellowship Leave Award Applications by the January 31<sup>st</sup> deadline

# Fellowship Leave Award – Duration & Compensation

- Every semester has an affiliated summer month
  - Fall – summer month is the following August (i.e. Fall 2027 – summer month is August 2028)
  - Spring – summer month is following July (i.e. Spring 2028 – summer month is July 2028)
- Compensation
  - Continuous academic year: Fall 2027 & Spring 2028 - 80% pay 8/25/2027 through 8/24/2028

| Semester    | Compensation Rate |
|-------------|-------------------|
| Fall 2027   | 80% pay           |
| Spring 2028 | 80% pay           |
| July 2028   | 80% pay           |
| August 2028 | 80% pay           |
| Fall 2028   | RTD - 100% pay    |

# Fellowship Leave Award – Duration & Compensation

Compensation: Split Year

Two fall semesters: Fall 2027 & Fall 2028

| Semester           | Compensation Rate |
|--------------------|-------------------|
| <b>Fall 2027</b>   | <b>80% pay</b>    |
| Spring 2028        | 100% pay          |
| <b>August 2028</b> | <b>80% pay</b>    |
| <b>Fall 2028</b>   | <b>80% pay</b>    |
| Spring 2029        | 100% pay          |
| <b>August 2029</b> | <b>80% pay</b>    |
| Fall 2029          | RTD - 100% pay    |

Two spring semesters: Spring 2028 & Spring 2029

| Semester           | Compensation Rate |
|--------------------|-------------------|
| <b>Spring 2028</b> | <b>80% pay</b>    |
| <b>July 2028</b>   | <b>80% pay</b>    |
| August 2028        | 100% pay          |
| Fall 2028          | 100% pay          |
| <b>Spring 2029</b> | <b>80% pay</b>    |
| <b>July 2029</b>   | <b>80% pay</b>    |
| August 2029        | RTD - 100% pay    |

Spring & Fall of different academic years:  
Spring 2028 & Fall 2028

| Semester           | Compensation Rate |
|--------------------|-------------------|
| <b>Spring 2028</b> | <b>80% pay</b>    |
| <b>July 2028</b>   | <b>80% pay</b>    |
| August 2028        | 100% pay          |
| <b>Fall 2028</b>   | <b>80% pay</b>    |
| Spring 2029        | 100% pay          |
| <b>August 2029</b> | <b>80% pay</b>    |
| Fall 2029          | RTD - 100% pay    |

# Fellowship Leave Award – Duration & Compensation

Compensation: Half Year

Compensation: Half Year

Fall 2027

| Semester    | Compensation Rate |
|-------------|-------------------|
| Fall 2027   | 80% pay           |
| Spring 2028 | 100% pay          |
| August 2028 | 80% pay           |

Spring 2028

| Semester    | Compensation Rate |
|-------------|-------------------|
| Spring 2028 | 80% pay           |
| July 2028   | 80% pay           |

# Fellowship Leave Award

## Application Process

**Fellowship Leave Award Applications are available at**

<https://www.ccny.cuny.edu/hr/forms>

### **Step 1: Eligibility Confirmation**

Applications must be submitted to [Hrfacultyservices@ccny.cuny.edu](mailto:Hrfacultyservices@ccny.cuny.edu)

### **Step 2: Approval Process**

HR will forward applications from eligible applicants to department chair to begin approval process.

All applications must be approved by the department, division, Collegewide Review Committee and the President.

The Provost Office will notify applicant of review decision.

### **Step 3: Leave Recorded & Processed**

HR processes approved leave requests

## Fellowship Leave Award Returning to Duty

- Returned to 100% pay
- A [FL Leave Report](#) must be submitted to department chair and dean within 30 days of return

# Scholar Incentive Award (SIA)

Application Submission Deadline: November 1<sup>st</sup> for next Fall semester  
March 1<sup>st</sup> for next Spring

Applications available at:  
Submit applications to: <https://www.ccny.cuny.edu/hr/forms/hrfacultyservices@ccny.cuny.edu>

CCNY

# Scholar Incentive Award

## Purpose

**A Scholar Incentive Award may be granted for the following purpose:**

Bona fide and documented scholarly research

# Scholar Incentive Award - Eligibility Criteria

**In order to be eligible for consideration for a SIA, the individual must:**

- Be in an eligible title
- Must have completed not less than one full year of continuous paid full-time service with the University
- An individual shall be eligible for a subsequent Scholar Incentive Award after six (6) years of creditable service with the University since the completion of the last Scholar Incentive Award

# Scholar Incentive Award - Eligible Titles

**The following CCNY titles are eligible for an SIA:**

- Assistant Professor, Associate Professor, or Professor
- Lecturer or Lecturer Doctoral Schedule

# Scholar Incentive Award – Duration & Compensation

## **Duration**

- May be taken for one semester or full year

## **Compensation**

- SIA are paid at 25% of the biweekly salary rate
- Full Year – 25% pay for duration of full year
- Spring – 25% pay during Spring and month of July
- Fall – 25% pay during Fall and following month of August

# Scholar Incentive Award Application Process

**SIA Applications are available at**  
<https://www.ccny.cuny.edu/hr/forms>

## **Step 1: Eligibility Confirmation**

Applications must be submitted to  
[Hrfacultyservices@ccny.cuny.edu](mailto:Hrfacultyservices@ccny.cuny.edu)

## **Step 2: Approval Process**

HR will forward applications from eligible applicants to department chair to begin approval process.

All applications must be approved by the department, division, Collegewide Review Committee and the President.

The Provost Office will notify applicant of review decision.

## **Step 3: Leave Recorded & Processed**

HR processes approved leave requests

## Scholar Incentive Award Returning to Duty

- Returned to 100% pay
- A [SIA Leave Report](#) must be submitted to department chair and dean within 30 days of return

# Special Leave of Absence without Pay

Application Submission Deadline: November 1<sup>st</sup> for next Fall semester  
March 1<sup>st</sup> for next Spring

Applications available at:  
Submit applications to: <https://www.ccny.cuny.edu/hr/forms/hrfacultyservices@ccny.cuny.edu>

# Special Leave of Absence without Pay

## Purpose

**A Special Leave of Absence without Pay may be granted for the following purposes:**

Research, writing, creative work, study or public service

# Special Leave of Absence w/o Pay (SLOA) Eligibility Criteria

**In order to be eligible for consideration for a SLOA, the individual must:**

Be in one of the following eligible titles:

- Tenured Assistant Professor, Associate Professor, or Professor
- Tenured College Laboratory Technician, Senior College Laboratory Technician, or Chief College Laboratory Technician
- Lecturer with a Certificate of Continuous Employment (CCE)
- On rare occasions, special leaves may be granted to untenured faculty and CLTs, and uncertificated Lecturers

# Special Leave of Absence Duration & Compensation

## **Duration**

- Special Leave without Pay is granted for a full academic year, although leaves for one semester may be granted.
- A second consecutive year may be approved by the President.

## **Compensation**

- 0% pay while on SLOA
- One semester leave – Summer will be paid at 50% pay in order to maintain benefits

# Special Leave of Absence without Pay

## Application Process

**SLOA Applications are available at**  
<https://www.ccny.cuny.edu/hr/forms>

### **Step 1: Eligibility Confirmation**

Applications must be submitted to  
[Hrfacultyservices@ccny.cuny.edu](mailto:Hrfacultyservices@ccny.cuny.edu)

### **Step 2: Approval Process**

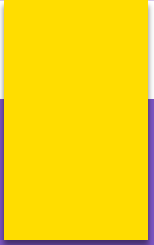
HR will forward applications from eligible applicants to department chair to begin approval process.

All applications must be approved by the department, division, Collegewide Review Committee and the President.

The Provost Office will notify applicant of review decision.

### **Step 3: Leave Recorded & Processed**

HR processes approved leave requests



# Code of Practice Regarding Instructional Staff Academic Leaves

- **Fellowship Leave Award**
- **Scholar Incentive Award**
- **Special Leaves of Absence Without Pay**
- Partial Leave with Partial Pay
- Professional Reassignment Leaves in the Library
- Other Authorized Leaves of Absence Without Pay

# Code of Practice Regarding Instructional Staff Academic Leaves

Available on CUNY HR and CCNY HR websites under policies and procedures

[https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice\\_AcademicLeavesofAbsence\\_Final08062013\\_2.pdf](https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/hr/central-office-human-resources/policies-procedures/CodeofPractice_AcademicLeavesofAbsence_Final08062013_2.pdf)

# Final Thoughts

- Application submission deadlines are strictly enforced
- All leave applications must be submitted to [Hrfacultyservices@ccny.cuny.edu](mailto:Hrfacultyservices@ccny.cuny.edu) for eligibility confirmation
- Consult with department chair regarding how to answer Fellowship Leave Application questions
- Please review your paystubs to ensure proper payment
- Leave Reports are due 30 days following return from leave
- When in doubt ask HR!