

NEW YORK CITY COLLEGE OF TECHNOLOGY  
OF THE CITY UNIVERSITY OF NEW YORK

**INSTRUCTIONAL STAFF**  
**APPLICATION FOR CHILD CARE LEAVE OF ABSENCE**

**INSTRUCTIONS:** Applicant completes Part A, obtains medical or legal certification on letterhead stationery certifying child is under two years or a birth certificate and forwards both to the department chair, who in turn forwards forms to the labor designee via the academic dean. (The condition of pregnancy and childbirth is to be applied for as a Temporary Disability Leave.)

**PART A** (to be completed by applicant)

Name \_\_\_\_\_ Department \_\_\_\_\_

Title \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

Retirement \_\_\_\_\_  
ERS TRS TIAA

I hereby apply for child care leave of absence from \_\_\_\_\_ to \_\_\_\_\_

I understand that I may apply for a child care leave only if I have legal responsibility for the care and support of a newborn child. I further understand that this leave is without pay in accordance with the pertinent provisions set forth in the Bylaws of the Board of Trustees.\*

If the leave is for one year or less and the college wishes retirement credit to be given, it must make a recommendation to that effect. The recommendation is only advisory to Teachers' Retirement System and must be approved by the System for retirement credit to be granted. TIAA and ERS members on leave without pay are not eligible for retirement credit while on leave.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address during leave \_\_\_\_\_

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**PART B** (to be completed by department chair, academic dean/unit head, and labor designee)

Noted: Department Chair \_\_\_\_\_

signature	date
Academic Dean/ Unit Head	
signature	date
Labor Designee	
signature	date

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**FOR COLLEGE HUMAN RESOURCES OFFICE USE:**

Date \_\_\_\_\_  
Date of Notification \_\_\_\_\_  
Recommend retirement credit (if one year or less-TRS): Yes \_\_\_ NO \_\_\_  
Date of Chancellor's Report \_\_\_\_\_

\*Bylaw Sec. 13.5c/OFSR 213 - 2/76 amended PN 659 - Rev. 9/02