

## MEMORANDUM

To: CUNY Law School Faculty  
From: Human Resources  
Date: Fall 2024  
Subject: Information about leave policies

This memorandum is intended to increase transparency and promote awareness of the different types of leaves that may be available to faculty members.

The current CUNY and Law School policies and guidance documents that relate to faculty leaves are:

- [CUNY Code of Practice Regarding Instructional Staff Academic Leaves](#) (covering fellowship leaves (sabbaticals), scholar incentive awards, special leaves of absence without pay, partial leaves with partial pay, professional reassignment leaves in the library, and other authorized leaves of absence without pay).
- [CUNY Manual of General Policy](#), Art. V, Policy 5.12 (covering leaves of absence without pay)
- [P&B Process for Awarding Fellowship and Special Leaves \(Fall 2016\)](#) (covering fellowship leaves (sabbaticals) and special leaves)
- [Snapshot of Faculty Leaves](#) (covering fellowship leaves (sabbaticals), scholarly incentive awards, special leaves of absence without pay, partial leaves with partial pay, other authorized leaves without pay)

We understand that these policies likely will only answer some of your questions about the leave options they cover. We know that the policies do not mention every type of leave and similar arrangement approved for Law School faculty in recent years, such as pre-tenure course release and visiting appointments at other law schools. However, the Personnel & Budget Committee has declined to create a new, all-inclusive leave policy because it was concerned that such a policy might inadvertently disadvantage law school faculty by imposing limits and restrictions that go beyond those required by current CUNY policy.

The P&B is committed to working with faculty members and the administration to ensure that leave requests are granted as appropriate. In addition to satisfying the requirements for a requested leave, the P&B encourages faculty members to act in accordance with the Association of American Law Schools (AALS) Statements of Good Practices, which encourage faculty members to provide “reasonable advance notice” before seeking a leave of absence.<sup>1</sup> As the AALS explains, “Unless the school is given sufficient time to find another faculty member to offer the instruction given by the departing teacher, the reasonable expectations of students will

---

<sup>1</sup> AALS Handbook: Statement of Good Practices, *Law Professors in the Discharge of Their Ethical and Professional Responsibilities* § IV, <https://www.aals.org/about/handbook/good-practices/ethics>.

be frustrated and the school's educational program otherwise disrupted.”<sup>2</sup> To that end, “requests for leave of absence that occur before mid-spring are in general less likely to disrupt the educational program of the existing law school.”<sup>3</sup>

---

<sup>2</sup> AALS Handbook: Statement of Good Practices, *Recruitment of and Resignation by Full-Time Faculty Members*, <https://www.aals.org/about/handbook/good-practices/full-time-faculty>.

<sup>3</sup> *Id.*