Everything Applicants Need to Know about Sabbatic Leaves

**Key Dates**

**September**
All tenure stream faculty are advised by email from the Office of the Provost and Vice-Principal (Academic) of the deadlines and procedures for requesting a Sabbatic Leave.

**October 1**
Deadline to submit your **completed application** for the following academic year to via Workday Request Leave of Absence Business Process: Sabbatic Leave.

- Copy your AEC Academic Affairs Administrator when forwarding the application.

**January 15**
Latest date for the Provost & Vice-Principal (Academic) to notify you if tending towards a negative decision.

**January 30**
Latest date for the Provost & Vice-Principal (Academic) to notify you of their final decision.

**Important Reminders**

- All applications must comply with the [Regulations on Sabbatic Leaves for Tenure Track and Tenured Academic Staff](#). You may contact your AEC staff with any specific questions regarding your application.
- **Begin the process early.** It may take several months to arrange for your visit to a host institution. Notify your Chair or Director of your intention to apply for a leave so they may plan accordingly and advise you of any internal Departmental procedures to follow.
- Your application **will not** be accepted if you did not submit a report from your previous sabbatical leave. Append said report to your application for faster processing.
- An application that does not include a letter of invitation for every host institution listed in Section 8 is **incomplete.** See Section 4.2 of the [Regulations](#) for a full list of required documentation.
- According to Section 3 of the [Regulations](#), twelve-month leaves should start on January 1 or September 1. Six-month leaves should start on January 1 or July 1. Sabbaticals which deviate from these dates must be justified, as they will cause your leave to interrupt additional academic terms.

**FAQs**

**Q:** How do I know if I am eligible for sabbatic leave?

**A:** See Section 2 of the [Regulations](#) and ask your AEC staff if you are still unsure.

**Q:** Why do I have to report and justify all teaching, administrative tasks, and remuneration from third parties on my application?

**A:** *The purpose of sabbatic leave is to provide an extended period of paid leave to you for the pursuit of academic scholarship intended to enrich the intellectual life of the University (see Section 1 of the Regulations). Continuing to engage in teaching and administrative tasks goes against the spirit of your sabbatical leave. As you will be receiving your McGill salary during your leave, you may not hold employment with another employer. See Section 7.4 of the Regulations for more information about remuneration from third parties.*

**Q:** Who can help me understand the new Workday application process?

**A:** Your AEC Academic Affairs administrative staff have received specialized Workday training to assist you through your application.