



## Regulations on Leaves of Absence for Tenure Track and Tenured Academic Staff

<i>Last revised by:</i>		
Senate	November 19, 2014	Minute IIB3
Board of Governors	December 2, 2014	Minute 14.1
<i>Full legislative history appears at the end of these Regulations</i>		

### SECTION 1. PREAMBLE, SCOPE AND DEFINITIONS

- 1.1 A Leave of Absence is an authorized period of leave without pay requested by a staff member and granted by the University.

#### Scope

- 1.2 These regulations apply to eligible full-time tenure track or tenured academic staff appointed in accordance with the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* or the *Regulations Relating to the Employment of Librarian Staff*.

These regulations do not apply to academic staff governed by the *Regulations Relating to the Employment of Contract Academic Staff* or by a collective agreement.

#### Definitions

- 1.3 For the purpose of these regulations, the following definitions shall apply:
- 1.3.1 "Academic Duties" are as defined in the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* or the *Regulations Relating to the Employment of Librarian Staff*.
- 1.3.2 "Chair" means the Chair(s) of the Department(s) or the Director(s) of the Institute(s) or School(s) to which the staff member is appointed.
- 1.3.3 "Department" means departments, institutes, and schools.
- 1.3.4 "Staff member" means a tenured or tenure track member of the academic staff.

### SECTION 2. ACADEMIC DUTIES

- 2.1 During a leave of absence, the requirement of availability of a staff member for normal academic duties at the University is waived unless expressly addressed as a condition of the leave.

### SECTION 3. LENGTH OF LEAVE

- 3.1 Except as otherwise provided for in these regulations, a leave of absence shall be limited to a maximum of two consecutive years.
- 3.2 A sabbatical taken in conjunction with a leave of absence shall be counted as part of the two-year period.
- 3.3 A maternity leave, parental leave or short-term disability leave taken in conjunction with a leave of absence shall be counted as part of the two-year period.

## **SECTION 4. APPLICATION FOR LEAVE OF ABSENCE**

- 4.1 A staff member shall submit a request for a leave of absence to the Chair and the Dean, using the form provided for that purpose, at least 90 calendar days before the proposed commencement of the leave.
- 4.2 Where a staff member is appointed in more than one department or faculty, the leave application shall be submitted by the staff member to all relevant Chairs and Deans.
- 4.3 A staff member shall fully disclose the purpose of the leave, the proposed start and end dates, and arrangements for supervision of graduate students.
- 4.4 A staff member currently on leave who wishes to take a leave of absence for a subsequent year shall submit a request to the Chair and Dean, using the form provided for that purpose, at least 90 calendar days before the end of the current leave.

## **SECTION 5. APPROVAL OF LEAVES OF ABSENCE**

- 5.1 A request for leave of absence may be granted by the Provost, after considering the recommendations of the Chair and Dean.
- 5.2 A request for an extension of a leave of absence beyond two years must be approved by the Principal, after considering the recommendations of the Chair, the Dean, and the Provost. Such a request will be granted only in exceptional circumstances.
- 5.3 The decision to grant a request for a leave of absence is at the discretion of the Provost or Principal.
- 5.4 In deciding whether to grant a leave of absence or an extension of a leave of absence, the Provost or Principal, as the case may be, shall consider amongst other things:
  - i. the staff member's academic development; and
  - ii. how the staff member's responsibilities, including but not limited to teaching, research and administration, can be fulfilled during the staff member's absence;
  - iii. the timing of the request and the staffing levels within the unit.
- 5.4.1 Notwithstanding the above, the Provost or Principal, as the case may be, may exceptionally grant a leave of absence, or an extension of a leave of absence, on compassionate grounds.
- 5.5 The Provost or Principal may set such conditions as deemed appropriate.

## **SECTION 6. SALARY AND BENEFITS**

- 6.1 A staff member shall receive no salary from the University during a leave of absence.
- 6.2 The staff member may elect to continue employee benefits coverage during the leave of absence by paying the full amount of both the University's and the staff member's contributions. Such arrangement shall be made by the staff member at the beginning of the approved leave by contacting Human Resources.
- 6.3 Upon return from a leave of absence, the staff member's salary shall be reinstated and, as required, shall be adjusted to reflect any across-the-board salary increases resulting from salary policy. The period of leave of absence shall not be considered for merit salary adjustment.

## **SECTION 7. PERIODS OF SERVICE FOR TENURE AND SABBATIC LEAVE**

- 7.1 The staff member shall elect, as provided in the *Regulations Relating to the Employment of Tenure Track and Tenured Academic Staff* and the *Regulations Relating to the Employment of Librarian Staff*, whether to include or exclude periods of leaves of absence as periods of service for tenure consideration.
- 7.2 Leaves of absence shall not count as credited service towards sabbatic leave.

## **SECTION 8. SECONDMENT LEAVE**

- 8.1 A secondment leave is a special type of leave of absence that is subject to an agreement between the University and a receiving institution.
- 8.2 The specific terms of a secondment leave shall be determined by the Dean and approved by the Provost in accordance with such guidelines and regulations as may be established from time to time by the University and with the requests of the receiving institution.
- 8.3 The specific terms of a secondment leave shall be set out in an agreement between the University and the receiving institution.

## **SECTION 9. POLITICAL CANDIDACY**

- 9.1 A leave of absence for political purposes is a special type of leave of absence. The University recognizes that members of the academic community can make significant contributions as elected politicians. Thus, staff members should be as free as the members of any other profession to enter public life.
- 9.2 A staff member seeking office as a candidate in a provincial or federal election, on request in writing to the Chair, Dean, and the Provost, shall be granted a leave of absence without pay during the official campaign period.
- 9.3 A staff member who is elected shall be granted a leave of absence without pay until the expiry of the staff member's appointment with the University or for a maximum duration of five years, whichever comes first.
- 9.4 If, three months prior to the expiration of the leave of absence provided for in section 9.3, the staff member gives written notice to the Chair, Dean, and Provost of his or her intention to return to the University on the expiration of his or her current term of office, the staff member's leave of absence shall be extended until the expiry of that term of office.
- 9.5 No extension other than that provided for in section 9.4 shall be granted to a staff member who is absent from the University on a leave of absence for political purposes.

## **SECTION 10. PUBLIC OFFICE**

- 10.1 The University recognizes that staff members can make significant contributions in the service of the community with appointments to public office or by temporary assignment to public bodies or agencies, such as federal or provincial governments or international agencies and organizations of high repute.
- 10.2 A staff member who is appointed to public office may be granted a leave of absence without pay until the expiry of the staff member's appointment with the University or for a maximum duration of five years, whichever comes first.

## **SECTION 11. RETURN FROM LEAVE OF ABSENCE**

- 11.1 A staff member who does not return from a leave of absence at the end of the approved period shall be deemed to have resigned from the University.
- 11.2 A staff member may return to the University prior to the expiration of the approved leave of absence subject to express prior approval from the Provost.
  - 11.2.1 The staff member shall submit a written request to the Provost, with a copy to the Chair and Dean. The request shall be submitted no later than three (3) months prior to the proposed date of return to work.
  - 11.2.2 The Provost shall consult with the Chair and Dean and confirm the date of return, based on the academic objectives and financial exigencies of the University.

## SECTION 12. ANNUAL REPORT TO SENATE

- 12.1 The Provost shall report annually to Senate and the Board of Governors on the number of leaves of absence that have been applied for and approved and the number of staff members currently on leave of absence, and the length of each leave.

### *Legislative History:*

#### *Approved*

Senate	March 10, 1976	Minute 109
Board of Governors	March 22, 1976	Minute 4721

#### *Amendments:*

Senate	May 14, 2003	Minute 6
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Senate	May 7, 2008	Minute 5
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Board of Governors	May 25, 2010	Minute 9.2.4

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