



McGill

Memorandum

Office of the Provost

Room 504

James Administration Building

TO:	Senate
FROM:	Anthony C. Masi, Provost
SUBJECT:	Report to Senate and the Board of Governors on Leaves of Absence 2007-2008
DATE:	April 6, 2008
DOCUMENT #:	D07-56
FOR:	<input type="checkbox"/> DECISION <input type="checkbox"/> APPROVAL <input checked="" type="checkbox"/> DISCUSSION
ISSUE:	Report to Senate and the Board of Governors on Leaves of Absence 2007-2008
BACKGROUND:	See Appendix A: Report to Senate and the Board of Governors on Leaves of Absence 2007-2008
MOTION OR RESOLUTION	Be it resolved that that Senate approve, and recommend to the Board of Governors for approval the following resolution:
FOR APPROVAL:	That section 10 of the <i>Regulations on Leaves of Absence for Full-Time Academic and Librarian Staff</i> be amended to read: <p style="margin-left: 40px;">10. The Principal Provost shall report once each year to the <u>Senate and the Board of Governors</u> the leaves of absence that have been applied for and approved each year, and to Senate and the Board of Governors the number of staff members currently on leave of absence, and the length of each leave of absence.</p>
RATIONALE:	See Appendix A: Report to Senate and the Board of Governors on Leaves of Absence 2007-2008
PRIOR CONSULTATION:	Principal and Provost
NEXT STEPS:	Presentation of report to the Board of Governors and seek its approval to the proposed amendment to section 10 of <i>Regulations on Leaves of Absence for Full-Time Academic and Librarian Staff</i>
APPENDICES:	Appendix A: Report to Senate and the Board of Governors on Leaves of Absence 2007-2008 Appendix B: Leave of Absence Statistics 2002-2008

APPENDIX A:

REPORT TO SENATE AND THE BOARD OF GOVERNORS ON LEAVES OF ABSENCE 2007-2008

Introduction

Section 10 of the *Regulations on Leaves of Absence for Full-Time Academic and Librarian Staff* requires that:

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

It appears that this provision of the Regulations has been overlooked for some years but this situation will now be remedied and an annual report on the issue will be reinstated.

Report

Attached is a table showing the number of leaves of absence and secondment leaves that have been granted since the 2002-2003 academic year to date.

The reasons for which leaves of absence were sought by staff during the 2007-2008 year are various ranging from personal and family issues, to determining whether it was time to seek employment elsewhere, to pursuing, for a period of time, professional interests, and research and scholarship.

The secondment leave during the same period were granted staff who were seconded to government agencies or departments, industry, or international organizations.

It must be noted that all leaves of absence when approved are approved are "without pay;" and the University is reimbursed by the host institution for the salaries of staff on secondment leaves.

Amendment to Regulations

As noted above, the *Regulations on Leaves of Absence for Full-Time Academic and Librarian Staff* require the Principal to report annually to Senate and the Board of Governors on leaves applied for and granted.

It is proposed that this should be the responsibility of the Provost who acts as the Principal's delegate in the leave approval process. Thus, it is proposed that section 10 of these Regulations be amended to read:

10. The ~~Principal~~ Provost shall report once each year to the Senate and the Board of Governors the leaves of absence that have been applied for and approved each year, and ~~to Senate and the Board of Governors~~ the number of staff members currently on leave of absence, and the length of each leave of absence.