

## **ARTICLE 21. RESEARCH/STUDY LEAVES AND ADMINISTRATIVE LEAVES**

### **21.1 Principles**

The practice of taking research/study and administrative leaves is viewed as benefiting the University, the leave-takers and the academic community in general.

21.1.1 Research/study and administrative leaves are provided to enable Members to engage in research to foster their effectiveness as teachers and scholars.

21.1.2 Members holding probationary, continuing or tenured appointments are eligible to apply for research/study leaves. Members who hold full-time probationary, tenured or continuing appointments who are also appointed as academic administrators and who receive a stipend in accordance with s. 31.1.1 and s. 31.1.2 of this Agreement (excluding those who serve as associate or assistant heads or section heads) are eligible to apply for administrative leave instead of research/study leave pursuant to the provisions of this Article.

21.1.3 Notwithstanding s. 21.1.2, lecturers are eligible to apply for research/study leaves, pursuant to s. 21.3.1, after completing at least the initial six (6) years of full-time service.

21.1.4 A Member on research/study or an administrative leave is not required but is encouraged to work during the leave at a site away from the University.

21.1.5 Once a research/study or an administrative leave has been granted, it is normally expected that the Member will take the leave.

21.1.6 While a Member is on research/study or an administrative leave the Member and the University are required to make normal contributions to the pension plan and staff benefits together with contributions as required by statute, and the Member is eligible for promotion and salary increase, effective at the normal time of year. The period of research/study or an administrative leave shall be included as years of service in determining pension benefits.

21.1.7 Each department, faculty/school and the libraries should plan the research/study leaves of its Members well in advance.

### **21.2 Kinds of Research/Study Leaves**

21.2.1 For academic librarians:

21.2.1.1 There shall be two (2) kinds of research/study leaves:

- i) full research/study leaves lasting six (6) months at 100% of base salary or lasting twelve (12) months at 80% of base salary; and
- ii) partial research/study leaves lasting less than twelve (12) months at 80% of base salary.

21.2.1.2 Effective July 1, 2001, notwithstanding s. 21.2.1.1 ii), for an academic librarian with either a probationary appointment or a continuing appointment granted subsequent to a probationary appointment, the first partial research/study leave of six (6) months or less shall be at 100% of base salary if the leave commences within six (6) years of the start of the probationary appointment.

21.2.2 For faculty members/instructors:

21.2.2.1 There shall be two (2) kinds of research/study leaves:

i) full research/study leaves lasting twelve (12) months at 80% of base salary or lasting six (6) months at 100% of base salary; and

ii) half research/study leaves lasting six (6) months at 80% of base salary.

21.2.2.2 Effective July 1, 2001, notwithstanding s. 21.2.2.1 ii), for a faculty member/instructor with either a probationary appointment or a tenured/continuing appointment granted subsequent to a probationary appointment, the first half research/study leave shall be at 100% of base salary if the leave commences within six (6) years of the start of the probationary appointment.

21.2.2.3 A twelve (12) month leave shall normally begin on July first.

21.2.2.4 A six (6) month leave shall normally begin on either January first or July first.

21.2.2.5 If sufficient justification is given, initiation of research/study leaves on dates other than the above may be approved by the President if recommended by the department head and supported by the dean/director.

### 21.3 **Eligibility to Apply for Research/Study Leaves**

21.3.1 A faculty member/instructor earns a half credit towards research/study leave for every half-year of full-time service with the University. In a case where the first appointment begins between July 2 and September 1 inclusive, the Member will earn credit as if the appointment began on July 1 previous. The maximum accumulation is nine (9) credits, except in cases where a leave application is denied in accordance with s. 21.5.5. Subject to s. 21.3.5, this clause applies to all service.

21.3.2 A faculty member/instructor shall be eligible for a full research/study leave after accumulating six (6) or more credits. Six (6) credits are exchanged for a full research/study leave.

21.3.3 A faculty member/instructor shall be eligible for a half research/study leave after accumulating three (3) or more credits. Three (3) credits are exchanged for a half research/study leave.

21.3.4 An academic librarian earns one (1) librarian credit towards research/study leave for every two (2) months of full-time service with the University. The maximum accumulation is fifty-four (54) credits, except in cases where a leave application is

denied in accordance with s. 21.5.5. Subject to s. 21.3.5 this clause applies to all service.

- 21.3.4.1 An academic librarian shall be eligible for a full research/study leave after accumulating thirty-six (36) or more librarian credits. Thirty-six (36) librarian credits are exchanged for a full research/study leave.
- 21.3.4.2 An academic librarian shall be eligible for a partial research/study leave after completing three (3) years of full-time service with the University. Three (3) librarian credits are exchanged for each month of a partial research/study leave.
- 21.3.5 For the purposes of calculating eligibility for a research/study leave, paid leaves except for research/study leaves and administrative leaves, shall be counted as time spent in full-time service with the University. Where a Member has taken a full research/study leave lasting six (6) months at 100% of salary, he/she shall not earn a half credit or three (3) librarian credits, as applicable, for the other half year of the academic year in which the leave is taken.

## 21.4 **Administrative Leaves**

- 21.4.1 There shall be two (2) kinds of administrative leaves:
- (i) half administrative leaves consisting of six (6) months at 100% of base salary; and
  - (ii) full administrative leaves consisting of twelve (12) months at 100% of base salary.
- 21.4.2 The Member who is an academic administrator as defined in s. 21.1.2 shall have completed three (3) continuous years of service in such an appointment to be eligible for a half leave, and five (5) continuous years of service in such an appointment to be eligible for a full leave. Service in an “acting academic administrator” capacity shall only be recognized in determining the “continuous years of service” eligibility requirement.
- 21.4.3 The Member who is an academic administrator shall exchange three (3) research/study leave credits or eighteen (18) librarian credits for a half administrative leave. The Member shall exchange five (5) research/study leave credits or thirty (30) librarian credits for a full administrative leave.
- 21.4.4 Half administrative leaves shall normally begin on either January 1 or July 1. Full administrative leaves shall normally begin on July 1. If sufficient justification is given, initiation of an administrative leave on a date other than the above may be approved by the Provost and Vice-President (Academic) if recommended by the appropriate dean/director.
- 21.4.5 The Member who receives a stipend related to administrative service in accordance with s. 31.1.1 and 31.1.2 and subsequently applies for and is granted an administrative leave, shall cease to be paid that stipend during the period of the administrative leave.

## 21.5 **Applications for Research/Study and Administrative Leaves**

21.5.1 Academic librarians who are eligible for research/study or administrative leaves may make application therefor, in writing and on the appropriate form, at least six (6) months prior to the requested commencement date of the research/study or administrative leave. Normally decisions on the granting of research/study or administrative leaves will be made at least four (4) months prior to the commencement of the research/study or administrative leave.

21.5.2 Faculty members/instructors who are eligible for research/study or administrative leaves may make application therefor, in writing and on the appropriate form, by October first of the year immediately preceding the academic year for which the research/study or administrative leave is requested. Normally decisions on the granting of research/study or administrative leaves will be made at least six (6) months prior to the commencement of the research/study or administrative leave.

21.5.3 A Member whose leave project is of such a nature that it can be funded externally shall make application for external funds.

21.5.4 A Member who is eligible for a research/study leave as defined in s. 21.3 above or an administrative leave as defined in s. 21.4 shall be granted such leave provided that the following two (2) conditions are met:

21.5.4.1 The research/study or administrative leave proposal is recommended by his/her dean/director and supported by the Office of the President as being justified in terms of s. 21.1.1 above.

If a Member's research/study or administrative leave proposal is not supported, concerns with his/her proposal will be provided in writing and the Member may resubmit his/her application within two (2) weeks of notification.

The decision to deny a research/study or administrative leave in terms of s. 21.1.1 can be grieved in accordance with the procedure outlined in Article 32.

21.5.4.2 The research/study or administrative leave can be arranged within the priorities of the department/faculty/school/libraries.

21.5.5 In the event that a Member applies for a research/study or administrative leave but it is not granted because of the application of s. 21.5.4.2, that Member's application shall receive prior consideration on the next application. No credit shall be received for the denial, unless the Member has already accumulated the maximum credits allowable. In such circumstances:

(i) a faculty member/instructor with nine (9) or more credits shall receive a credit in the case of denial of a full leave and a half credit in the case of a half leave. No more than one (1) credit or half credit may be received by a faculty member/instructor in respect of applications for leave proposed to be taken during any one (1) academic year.

(ii) an academic librarian with fifty-four (54) or more credits shall receive six (6) librarian credits in the case of denial of a full leave and one (1) librarian credit for each two (2) months of denied leave in the case of a

partial leave. No more than six (6) librarian credits may be received by an academic librarian in respect of applications for leave proposed to be taken during any one (1) academic year.

- 21.5.5.1 The dean/director shall inform the Member in writing of the reasons for denial of the research/study or administrative leave, indicating as well the accumulated eligibility of the Member, in accordance with this Article, as of the date of denial.
- 21.5.6 The name of any Member denied a research/study or administrative leave for two (2) successive research/study or administrative leave requests because of the application of s. 21.5.4.2 shall be forwarded to the Association. Normally s. 21.5.4.2 will not be invoked in two (2) consecutive years to deny a Member's request for a research/study or administrative leave.
- 21.5.7 Subject to s. 21.4.2 and s. 21.5.8, in no case shall a research/study or administrative leave be granted unless there is a minimum of one (1) year's full-time service following the previous research/study leave or administrative leave.
- 21.5.8 Notwithstanding s. 21.5.7, an eligible Member may apply for and may be granted a half administrative leave and either a half research/study leave or a full research/study of six (6) months' duration in immediate succession, provided that:
- 21.5.8.1 No other Member of the department is denied a research/study leave due to the application of s. 21.5.4.2 for the dates during which a Member is on leaves in immediate succession; and
- 21.5.8.2 The total leave period does not exceed one year.
- 21.6 **Obligations**
- 21.6.1 A Member who has taken a research/study or administrative leave shall be under an obligation to return to the University for a period of time equal to his/her leave. The President may waive the obligation to return. In cases where the obligation to return is waived, the Member may be required to reimburse the University for the remuneration (including salary and benefits) received from the University while on leave up to the effective date of the accepted resignation. A Member who does not return to the University at the expiration of his/her leave shall be deemed to have voluntarily resigned.
- 21.6.2 Within two (2) months following the end of a research/study or administrative leave, the Member granted the leave shall submit a written report on the research and scholarly work which was accomplished during the leave to the dean/director who may circulate this report to all members of the department.
- 21.7 **Remuneration**
- 21.7.1 Except with the permission of the Provost and Vice-President (Academic), a Member on research/study or administrative leave shall not undertake paid assignments or seek out a new appointment.

- 21.7.2 Unless approved in advance by his/her dean/director, no Member taking a research/study or administrative leave shall be entitled to remuneration during the leave from all sources in excess of one hundred percent (100%) of his/her base salary received while in full-time service at the University (excluding any amount paid under s. 21.7.4 plus round-trip travel costs for the Member and dependents).
- 21.7.3 The University may reduce its normal contribution to research/study\_or administrative leave remuneration if total remuneration exceeds the maximum specified in s. 21.7.2 above.
- 21.7.4 While on research/study or administrative leave a Member may apply to have a portion of his/her salary paid in the form of a research grant, as may be permitted by the Canada Revenue Agency.
- 21.7.5 Loans from the Hogg Trust Fund are available at a rate calculated at the prime interest on the date the loan is issued.
- 21.8 Sick/Leave While on Research/Study and Administrative Leave
- 21.8.1 Where a Member:
- a) Is on paid sick leave in accordance with s. 22.4 for a continuous period of one month or more; and
  - b) indicates in writing to the dean/director that he/she wishes to end the research/study leave or administrative leave,
- the Member's research/study leave or administrative leave shall end and the credits (rounded to the nearest half credit) equivalent to the untaken portion of the research/study or administrative leave shall be returned to the Member's bank of research/study leave credits. The Member shall still be responsible for submitting a written report in accordance with s. 21.6.2 for the portion of the research/study or administrative leave taken.
- 21.8.2 Notwithstanding s. 21.8.1 above, once a return date from sick leave is established, a Member may apply in writing to the dean/director with a request to use the credits equivalent to the untaken portion of the research/study or administrative leave and to take the missed portion of the research/study leave or administrative leave following his/her return.