

Article 1.11 STUDY LEAVE

1.0 Study Leave for Faculty and Librarians

1.1 Study Leave of up to one academic year's duration, to coincide with academic terms, may be granted to any Faculty member or Librarian.

1.2 The purpose of such leave is for a Faculty member or Librarian to change professional allegiance, i.e., to prepare to assume responsibility for a significantly different area of specialization.

1.3 The need for such change may arise out of:

a) a Faculty member's or Librarian's initiative;

b) from the changing needs of the Faculty member's Department or the Library; or,

c) from the changing needs of the University. 1.4.1 Study Leave may be granted to Faculty members who have had six years of service from the date of full-time appointment at the rank of Assistant Professor or above.

1.4.2 Study Leave may be granted to Librarians who have had six years of service from the date of full-time appointment at the rank of Librarian II or above.

1.5.1 Candidates for study leave are encouraged to seek outside financial support.

1.5.2 Faculty members or Librarians are encouraged to apply for external fellowships for their leave. If such external fellowships are awarded, a reduction in the University support shall not be made.

1.6.1 Salary during Study Leave shall be 80% of full salary for the academic year during which the leave is taken. As a condition of receiving this support, the Faculty member or Librarian is required to return to the University for one year.

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1.6.2 Exceptions to the level of financial support in 1.6.1, above, may be made, especially when the Faculty members or Librarian are requested to take the Study Leave by the University.

1.7 Academic status, salary increments, full pension, and insurance benefits will be maintained while a Faculty member or Librarian is on Study Leave.

1.8 The normal procedure for applying for Study Leave is the same as that outlined for Non Academic Leave of Absence [see 2.4.3.2 or 3.4.3.2] except that it may be initiated by the Dean or University Librarian or by the Faculty member or Librarian. In either case it must be agreed upon by both parties and formalized in writing.

2.0 Study Leave for Lab Instructors, Clinical Associates and Coady or Extension Program Teaching Staff

2.1 As the operations of the University expand and become more complex, the University may wish to selectively encourage Members to seek further post secondary education study or project experience. Such study or project work must directly complement the Member's job responsibilities at the University.

2.2 To be eligible Members must:

- a) have completed a minimum of five years continuous service if it is an initial application;
- b) have completed six years of continuous service since the last period of study leave if it is a second or subsequent period of leave.

2.3 The application should result from annual work planning within a department and be made not less than six (6) months prior to the start of the leave and must be in writing to the senior administrator responsible for the department in which the applicant is employed. The application must specify the course of study or project which will be undertaken and the period of leave which is being requested. The agreement of the immediate supervisor must accompany the application. The senior administrator will submit a recommendation for the application to the Human Resources office. Human Resources will respond to the applicant with the University's decision. When study leave is granted, it shall be for a period of up to twelve (12) consecutive months.

2.4 Salary increments, full pension and insurance benefits will be maintained while a Member is on study leave.

2.5 The salary support provided will be seventy-five percent (75%) and may be increased to one hundred percent (100%) at the rate of eight and one-third percent (8.33%) per annum for each year that the applicant is willing to commit to remaining in the employ of the University following completion of the period of leave.

2.6 A two-year subsequent service requirement is a condition of the study leave. Upon the employee's return to employment following a study leave, 50% of all costs incurred by the University, as a result of such leave, will be forgiven for each full year, for a total reimbursement following two service years. Should the employee not return to the University following completion of the period of leave, or leave the University prior to completing two years of service following leave, the employee will be required to reimburse the University on a pro rata basis for the costs incurred as a result of the Study Leave. The employee shall, prior to receiving permission for study leave, acknowledge the obligation to pay back, on a pro rata basis, any costs incurred by the University as a result of the employee's study leave, in the event that the two year subsequent service requirement is not completed.