



# APPLICATION FOR STUDY LEAVE **For Management & Professional (M&P) Staff**

Version: February 2009

Prior to completing this application, review the eligibility requirements as per Article 12.2 in The Agreement on Conditions and Terms of Employment and Policy #54 "Study Leave (Other Than Faculty)".

1. Name: \_\_\_\_\_
2. Job Title: \_\_\_\_\_
3. Faculty/Department/School: \_\_\_\_\_  
*(for concurrent appointments please indicate all Faculties/Departments/School)*
4. Full-time or part-time: \_\_\_\_\_
5. Period of Study Leave Requested: \_\_\_\_\_
6. Years of continuous service: \_\_\_\_\_
7. Indicate if previous Study Leave was granted. Provide dates:
8. Purpose of Study Leave:
9. Where the Study Leave will be taken:

10. Statement by Head/Director:

- a) Arrangements for carrying on the duties of the applicant while on leave (e.g. hiring a leave replacement, temporary promotion of internal staff, etc.):
  
  
  
  
  
  
  
- b) Salary during leave, number of months paid at 50%:
  
  
  
  
  
  
  
- c) Amount of unpaid leave approved:
  
  
  
  
  
  
  
- d) If applicable, arrangement to perform work while on leave. Number of hours per month, applicable dates and scope of work. Compensation during this period?

## Statement by the Applicant

I understand that:

- a) according to Article 12.2. Study Leave in the Agreement on Conditions and Terms of Employment, the intent of the leave provision is 'to pursue study of direct benefit to her/his position, and if the purpose of that study is beyond meeting the basic qualifications of the job';
- b) if study leave is granted, I commit to return to my position at the University for a period no less than one year upon the expiration of the study leave. If I am unable to fulfill the one year requirement, I will reimburse the University the full amount of salary and employer paid benefits I received while on the study leave;
- c) if my study leave includes a unpaid portion, I am responsible for the full cost of benefits. Should I choose not the pay for my benefits during this period I may be subject to a requalification period when I return from my leave;
- d) once the study leave has been granted it cannot be cancelled without sufficient notice. I understand that I must provide a minimum of four (4) weeks notice to cancel a study leave. Should a replacement be hired or currently working when I provide notice to cancel the study leave, I understand I may not be able to return to my position immediately due to notice requirements;
- e) as per Policy #54 Study Leave (Other Than Faculty), "where the basic salary and contributions are paid in whole or in part from non-University funds (e.g., grants), the University can guarantee only that proportion of study leave salary and contributions to pension and other benefits which derive from University general revenues. It is the responsibility of the individual to determine whether the non-University fund may be charged for the proportionate share of study leave salary, and contributions to pension and other benefits during the period of leave. If so, the individual shall present to the University certification attesting to this. Neither the University nor the outside fund agency is obligated, however, to continue the full fifty percent (50%) of salary if the individual's total remuneration from salary, fellowships, grants (excluding research and travelling expenses) exceeds one-hundred percent (100%) of full salary."
- f) the study leave application form must be signed by the administrative head of unit. The application will then be submitted to the appropriate Vice- President a minimum of one (1) year in advance of the start of the leave. The Vice-President will review the application and submit her/his recommendation to the President;
- g) should I receive a fellowship, grant or other outside support, the University may reduce its contribution until the total remuneration received is 100% of normal full salary;

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Signature of Applicant

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Date

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Signature of Administrative Head

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Date

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Signature of Vice-President

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Date

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Signature of President

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Date