

ARTICLE 21. RESEARCH/STUDY LEAVES

21.1 Principles

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

21.1.1 Research/study 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.

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 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 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 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 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:

21.2.1.1.1 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

- 21.3.1 A faculty member/instructor ~~with less than nine (9) credits~~ earns a half credit towards research/study leave for every half-year of full-time service with the University ~~other than half-years in respect of which he/she acquires credit pursuant to s. 21.4.5. The maximum accumulation is nine (9) credits, except in cases where a leave application is denied in accordance with s. 21.4.5.~~ Subject to s. 21.3.5, this clause applies to all service. ~~uninterrupted by a research/study leave or administrative leave up to July 1, 1990 and to all service thereafter. Where a faculty member/instructor's service requirement for eligibility for his/her next research/study leave had been shortened as at June 30, 1990, pursuant to the then effective provisions of s. 21.4.5, he/she shall, effective July 1, 1990, receive a half credit towards research/study leave for each six (6) months of such shortening.~~
- 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 ~~with less than fifty four (54) librarian credits~~ earns one (1) librarian credit towards research/study leave for every two (2) months of full-time service with the University. ~~other than months in respect of which he/she acquires credit pursuant to s. 21.4.5. The maximum accumulation is fifty-four (54) credits, except in cases where a leave application is denied in accordance with 21.4.5.~~ Subject to s. 21.3.5 this clause applies to all service. ~~uninterrupted by a research/study leave up to April 1, 2001 and all service thereafter. Where an academic librarian's service requirement for eligibility for his/her next research/study leave had been shortened as of March 31, 2001, pursuant to the then effective provisions of s. 21.4.5 he/she shall, effective April~~

~~1, 2001 receive one (1) librarian credit towards research/study leave for every two (2) months of such shortening.~~

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. Unpaid leaves shall be counted as time spent in full-time service with the University only if so designated by the dean/director at the time the leave is granted. Before taking a leave other than a research/study leave or administrative leave, the leave taker should clarify this matter in writing with his/her dean/director.

21.3.6 The number of credits (rounded to the nearest half credit) to be exchanged for an administrative leave depends upon the length of the leave, with three (3) credits or eighteen (18) librarian credits, as applicable, being exchanged for an administrative leave lasting six (6) months and five (5) credits or thirty (30) librarian credits, as applicable, being exchanged for an administrative leave lasting twelve (12) months.

21.4 **Applications for Research/Study Leaves**

21.4.1 Academic librarians who are eligible for research/study 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 leave. Normally decisions on the granting of research/study leaves will be made at least four (4) months prior to the commencement of the research/study leave.

21.4.2 Faculty members/instructors who are eligible for research/study 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 leave is requested. Normally decisions on the granting of research/study leaves will be made at least six (6) months prior to the commencement of the research/study leave.

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

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

21.4.4.1 The research/study 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 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 leave in terms of s. 21.1.1 can be grieved in accordance with the procedure outlined in Article 32.

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

21.4.5 In the event that a Member applies for a research/study leave but it is not granted because of the application of s. 21.4.4.2, 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 ~~also~~ 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 ~~also~~ 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.

21.4.5.1 The dean/director shall inform the Member in writing of the reasons for denial of the research/study leave, indicating as well the accumulated eligibility of the Member, in accordance with this article, as of the date of denial.

21.4.6 The name of any Member denied a research/study leave for two (2) successive research/study leave requests because of the application of s. 21.4.4.2 shall be forwarded to the Association. Normally s. 21.4.4.2 will not be invoked in two (2) consecutive years to deny a Member's request for a research/study leave.

21.4.7 In no case shall a research/study 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 Obligations

21.5.1 A Member who has taken a research/study leave shall be under an obligation to return to the University for a period of time equal to his/her research/study 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 research/study leave shall be deemed to have voluntarily resigned.

21.5.2 Within two months following the end of a research/study 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.

21.6 Remuneration

21.6.1 Except with the permission of the University, a Member on research/study leave shall not undertake paid assignments or seek out a new appointment.

21.6.2 Unless approved in advance by his/her dean/director, no Member taking a research/study 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. 21.6.4 plus round-trip travel costs for the Member and dependents).

21.6.3 The University may reduce its normal contribution to research/study leave remuneration if total remuneration exceeds the maximum specified in s. 21.6.2 above.

21.6.4 While on research/study 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.

21.6.5 Loans from the Hogg Trust Fund are available at a rate calculated at the prime interest on the date the loan is issued.