

STUDY LEAVE PROCEDURES

Faculty of Applied Science – School of Engineering

NOVEMBER 22, 2019





Study Leave – Article 2.0

“Study leave is intended to permit a member of faculty to pursue study or research, of benefit to the individual and the University”

Study Leave – Article 2

- Study leave clocks start the first day of appointment
- Faculty members need to have four or more years of full-time service in pre-tenure or tenured appointments.
- During the period of leave faculty members should not be asked to take on additional duties, whether those duties are with pay or not.
- The percentage of salary to be paid by the University during study leave applies only to that portion of salary that derives from University funds and not to the portion of salary that derives from non-University grantors or agencies.

Study Leave – Article 2 Excerpts

Study Leave Length Options

- For twelve months, either from July 1, September 1, or January 1, with 60% of salary for the period of study leave if it is taken before six years of full-time service since appointment or previous study leave, and with 80% of salary otherwise; or
- For eight months, either from January 1 to August 31 or from May 1 to December 31, with 75% of salary for the period of the study leave; or
- For six months, either from January 1 to June 30 or from July 1 to December 31, with 75% of salary for the period of the study leave if it is taken before six years of full-time service since appointment or previous study leave, and with 90% of salary otherwise.

Years of Service	Leave Duration	Salary Percentage
4	12 Months	60%
4	6 Months	75%
4	8 Months	75%
6	12 Months	80%
6	6 Months	90%



Study Leave – Article 2 Excerpts

Application Submission and Processing

- An application for study leave shall be submitted on the Study Leave Application Form. It shall be presented to the Director or Associate Dean sufficiently in advance of the time leave is to be taken that it can be adequately evaluated by the Department and the Faculty.
- Annual application deadline to the Director is November 15th
- Recommendations in favour of granting study leaves to be taken during the year starting on May 1 shall be sent to the President by the Deans with their recommendations not later than the February 1 immediately preceding.
- Cancellation of a study leave once granted shall not normally be permitted after January 15 immediately preceding the year starting on May 1.

Study Leave – Application Forms

What to include...

- CV and publication record
- Detailed timeline of each visit needs to be provided, dates in each place.
- Include invitation letters or correspondence with host universities.
- Include conference attendance details, if applicable.
- Describe the research that will be conducted listing expected outcomes i.e., publications, research advancements, collaborations, grant applications, opportunity to work with pioneering researchers.
- List expected outcome above and beyond normal output. i.e., expanding collaborations internationally, number of peer reviewed papers at prestigious conferences, opportunities to apply for multi-institutional grants, strategic connections, ability to expand on experimental work in prestigious lab.
- Provide a comprehensive graduate student plan, listing each one with the corresponding arrangement i.e., skype meetings, expected completion, arrange continued funding prior to leave.
- Provide confirmation that if co-supervision is required that the co-supervisor has agreed to the terms.