

STUDY LEAVE

Effective Date: April 22, 2002

Originating Office: Human Resources

Supersedes /Amends: B-26

Policy Number: HR-16

SCOPE

This policy applies to all permanent employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply. For permanent part-time employees, the benefits outlined in this policy shall be pro-rated to the regularly scheduled hours of work of the part-time position.

POLICY

1. The University views study leave as beneficial to employees and the University. The University will not refuse a request for study leave without a valid reason, taking into account the maintenance of efficient departmental service.
2. Study leave is intended to provide employees with the opportunity to pursue undergraduate or graduate study, or to benefit from professional training, which shall increase or broaden the competence of the employee and enhance his employability.
3. Employees must have completed four (4) years of continuous service in a permanent position to be eligible for study leave.
4. Three (3) years of continuous service in a permanent position after completion of an initial study leave are required before an employee is again eligible for a study leave.
5. The employee submits his application for study leave to the Department Head at least three (3) months prior to the date at which the leave is to commence. In addition to a proof of acceptance into a program, the application shall state:
 - a. the specific reason for the leave and how the University and the employee will benefit from this leave
 - b. the desired period of leave
 - c. the percentage of work reduction requested

STUDY LEAVE

Page 2 of 3

- d. proof of acceptance shall be provided by the employee as soon as it is received and prior to the commencement of the program.
6. The Department Head in consultation with Human Resources shall evaluate the application according to the following criteria:
- a. scope of studies to be completed or of skills to be acquired during the leave
 - b. relevance of skills to be acquired to current duties and/or career advancement
 - c. upgrading of current skills
 - d. extension of course of study already in progress
 - e. years of service
 - f. applicant's work record
 - g. academic standing
 - h. previous leaves
7. A study leave shall not exceed twenty-four (24) months but it may be separated to coincide with academic terms not to exceed three (3) calendar years.
8. A study leave shall not involve continuous absence from normal duties and responsibilities in excess of 50 %.

STUDY LEAVE

Page 3 of 3

9. Remuneration during the study leave is calculated and paid according to the following schedule:

<u>% of work</u>	<u>% of salary</u>
50 %	60 %
60 %	67.5 %
70 %	75 %
80 %	82.5 %
90 %	90 %

10. An employee's annual base salary, while on leave, is computed on the basis of the employee's standard hours of work. All relevant salary adjustments are applied to this base salary. Contributions to benefit plans are also based on the full annual base salary.
11. Vacation entitlement for an employee on study leave is pro-rated to percentage of work.

PROCEDURE

12. Approval or refusal of a study leave application is to be provided by the Department Head with a copy to Human Resources within six (6) weeks of submission of application.
13. The approval letter is to include all agreed to conditions. Conditions may include evidence of application and ongoing successful results. The refusal letter is to include the reason(s) for the refusal.