


Memo

To: All Faculty, Deans, Executive Directors and Department Heads
From: Kenneth Wilson, Vice-Provost, Faculty Relations
Date: April 26, 2021
Subject: Sabbatical Expense Fund Letter of Understanding

As you may know, last week the university and the University of Saskatchewan Faculty Association reached an agreement and signed a letter of understanding allowing Sabbatical Travel Expense Account funds to be used more broadly. The agreement addresses Article 22.13 and states:

“Employees on sabbatical during the academic years 2019-2020, 2020–2021 or 2021-2022 shall be permitted to use sabbatical travel funds for any purposes related to their approved sabbatical plan, provided that such expenditures are allowed and follow the required approvals under the university’s research spending policies and guidelines, and that expenditures occur prior to June 30, 2022”

It is expected that all normal spending guidelines and requirements will be followed, and that individuals wishing to use these funds for purposes related to their approved sabbatical research plan, other than travel, will have the spending approved in the normal fashion i.e. by their Dept Head or Dean. I will ask you to remain patient as this change is implemented. We are working with finance and Connection Point to ensure approvals go through, but there may be some hiccups. In the case that any purchases are declined by Connection Point, please contact our office and we will work with you to sort out the situation. This is a temporary change to allow greater flexibility for faculty taking sabbatical leaves during the Covid-19 era, and all spending must be complete by June 20, 2022.



Kenneth Wilson, PhD
Vice-Provost, Faculty Relations