Memo

To: Faculty taking sabbatical or administrative leave 2020-2021
From: Kenneth Wilson, Vice-Provost, Faculty Relations
Date: February 13, 2020
Subject: Leave Information Session

The Office of the Vice-Provost, Faculty Relations is providing an information session for faculty who are planning to take sabbatical leave or administrative leave in 2019-2020. The session is scheduled for Monday, April 6th, 2:00 p.m. in Convocation Hall. All faculty going on sabbatical or administrative leave (and their partners) are invited to attend. The session will cover the following:

1. **Sabbatical and Administrative Leaves: Responsibilities and Entitlements** – Kenneth Wilson, Vice-Provost, Faculty Relations

   Dr. Wilson will describe the responsibilities of those going on leave and their entitlements while on leave. Procedures for submitting claims for travel expenses and accountable professional expenses while on leave will be reviewed. Information will also be provided about travel insurance.

2. **Benefit Plans** - Ms. Sylvia Rempel, Senior Specialist, Benefits and Compensation, Human Resources

   Information will be provided about benefit coverage during the leave, including pension, salary continuation, extended health care plan, dental plan and life insurance.

3. **Income Tax Implications** – Professor Devan Mescall, Department of Accounting

   Information will be provided about the tax implications of various leave arrangements, including research grants in lieu of salary and moving expenses. NOTE: This session is intended to provide general information relating to the Canadian tax implications; it is not intended to provide individual tax advice.

Kenneth Wilson, PhD
Vice-Provost, Faculty Relations