

UNIVERSITY OF SASKATCHEWAN: IN-SCOPE ADMINISTRATIVE LEAVE

Article 21.9 Administrative Leaves, USFA Collective Agreement

*“An employee who has served a **minimum of five (5) consecutive years of service as a Department Head or Assistant Dean shall be entitled to a twelve-month administrative leave at 100% of salary or a six-month leave at 100% of salary. An employee who has served a maximum of three (3) consecutive years of service as a Department Head or Assistant Dean shall be entitled to a six-month administrative leave at 100% of salary. The leave should be taken in the academic year following completion of the term of service as Department Head or Assistant Dean. The Department Head or Assistant Dean shall submit a plan of activities to the Dean by November 30 of the academic year preceding the administrative leave.***

The years of service as a Department Head or Assistant Dean shall count toward either administrative leave or sabbatical leave, but not both. A sabbatical leave nullifies all previous accumulated service for an administrative leave. Upon completion of the appointment and subsequent administrative leave of a Department Head or Assistant Dean, the years of service credited towards sabbatical prior to the appointment as Department Head or Assistant Dean shall be credited towards the next sabbatical leave.

(i) If a sabbatical leave is taken immediately following an administrative leave, the maximum duration of the combined leaves will be twelve months.

(ii) If a sabbatical leave is taken one year following an administrative leave, the year of deferral shall be credited as qualifying service toward a future sabbatical leave.

The provisions of Article 20.11 (Sabbatical Leave Research Grant) and Article 22.13 (Sabbatical Travel Expenses) shall also apply to employees on administrative leave.

An employee who takes administrative leave is expected to return to service at the University for a period equivalent to the duration of the leave and to submit to the Dean, not later than three months after the end of the leave, a report on the work done related to the leave.”

For more information on administrative leave entitlements, please refer to the Office of the Vice-Provost, Faculty Relations website: http://www.usask.ca/vpfaculty/leaves/admin_leave.php.

Part A: Purpose of Administrative Leave

Administrative leave is an entitlement for eligible in-scope faculty, following their service in administrative appointments, and subject to approval of an acceptable proposal of activities to be completed during the leave. The proposal for administrative leave shall outline activities and responsibilities that foster professional development, enhance their role as a teacher/scholar, and provide an opportunity for the individual to focus on their research and scholarly activities before resuming regular duties as a faculty member. The activities and responsibilities outlined in the proposal must be of significant mutual benefit to both the individual and the university.

Upon conclusion of the leave, a summary report of leave activities is to be submitted to the dean/executive director, with an electronic copy forwarded to the Office of the Vice-Provost, Faculty Relations, within three months of the end of the leave. Leaves should commence January 1 or July 1 of a given year, unless special arrangements have been made.

Part B: Instructions

Complete this form and attach your *Curriculum Vitae*, updated to June 30 of the current year. This package should be submitted to the dean/executive director by **November 30** of the academic year preceding the leave (as per Article 21.9 of the Collective Agreement). Once completed and approved by the dean/executive director, the dean/executive director's office should forward your leave package electronically to the Office of the Vice-Provost, Faculty Relations, care of Jacque Zinkowski (jacque.zinkowski@usask.ca). The Office of the Vice-Provost, Faculty Relations will notify you once your leave package has been reviewed.

IN-SCOPE ADMINISTRATIVE LEAVE FORM

Name of Applicant:			
Employee ID:			
Current administrative position:			
Department:	College:		
Dates of proposed leave:	Leave applied for: 12 months at 100% salary <input type="checkbox"/> 6 months at 100% salary <input type="checkbox"/>		
Eligibility for leave (list all qualifying years of administrative service contributing to this leave):			
Location(s) during leave: Please attach any relevant documentation of acceptance from host institutions.			
Institution	Place	Dates	
Dates of previous sabbatical and administrative leaves:		<u>Administrative</u>	<u>Sabbatical</u>
From:	To:	<input type="checkbox"/>	<input type="checkbox"/>
From:	To:	<input type="checkbox"/>	<input type="checkbox"/>
From:	To:	<input type="checkbox"/>	<input type="checkbox"/>

ADMINISTRATIVE LEAVE PROPOSAL
Title of project(s):
Objective(s):

Describe the project(s):

In particular, describe your plan to achieve the objectives listed, the substantive outcomes expected from the project, and the significance or importance of the project. If required, attach additional pages.

Describe the benefits of the project(s) to you and to the university:

Indicate whether the project(s) will involve the use of: Animals or Human Subjects

If yes, and the leave is granted, it will be necessary to confirm that the project has been reviewed and approved by the appropriate ethics review body.

List all current graduate students (or other HQP) you are supervising and your plans to monitor and interact with them during your leave:

Applicant's Signature:

Date:

Comments by Dean/Executive Director				
Is the applicant eligible for administrative leave as per Article 21.9?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you approve the administrative leave?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do the dates specified have your approval?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If NO , alternate dates recommended:				
Provide your comments on the outlined proposal and its benefit to the individual and to the university.				
Signature:			Date:	

Instructions:
Once this form is completed in full, please forward it electronically to the Office of the Vice-Provost, Faculty Relations, care of Jacque Zinkowski (jacque.zinkowski@usask.ca), with a copy of your *Curriculum Vitae*, updated to June 30 of the current year. The Office of the Vice-Provost, Faculty Relations will notify the applicant once the leave package has been reviewed and approved.