

# UNIVERSITY OF SASKATCHEWAN: OUT-OF-SCOPE ADMINISTRATIVE LEAVE

## Part A: Purpose of Administrative Leave

Eligible out-of-scope faculty are entitled to a 12-month leave following 5 years of administrative service, or to a 6-month leave following 3 years of administrative service, 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, and provide an opportunity for the individual to focus on their research and scholarly activities to enhance their role as a teacher/scholar. 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, an electronic summary report of leave activities is to be submitted 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.

For more information on administrative leave entitlements, please refer to the Office of the Vice-Provost, Faculty Relations website: <https://vpfaculty.usask.ca/leaves/index.php#AdministrativeLeave>.

## Part B: Instructions

Complete this form and attach your *Curriculum Vitae*, updated to June 30 of the current year. Once completed, send the form electronically to the Office of the Vice-Provost, Faculty Relations, care of Jacque Zinkowski ([jacque.zinkowski@usask.ca](mailto:jacque.zinkowski@usask.ca)). The Office of the Vice-Provost, Faculty Relations will notify you once your leave package has been reviewed.

## OUT-OF-SCOPE ADMINISTRATIVE LEAVE FORM

<b>Name of Applicant:</b>	
<b>Employee ID:</b>	
<b>Current administrative position:</b>	
<b>College/Administrative Unit:</b>	
<b>Dates of proposed leave:</b>	<b>Leave applied for:</b> 12 months at 100% salary <input type="checkbox"/> 6 months at 100% salary <input type="checkbox"/> Other (specify):
<b>Eligibility for leave (list all qualifying years of administrative service contributing to this leave):</b>	

<b>Location(s) during leave: Please attach any relevant documentation of acceptance from host institutions.</b>		
<b>Institution</b>	<b>Place</b>	<b>Dates</b>

<b>Dates of previous sabbatical <u>and</u> administrative leaves:</b>		<u>Administrative</u>	<u>Sabbatical</u>
<b>From:</b>	<b>To:</b>	q	q
<b>From:</b>	<b>To:</b>	q	q
<b>From:</b>	<b>To:</b>	q	q

<b>ADMINISTRATIVE LEAVE PROPOSAL</b>
<b>Title of project(s):</b>
<b>Objective(s):</b>
<b>Describe the project(s):</b> <i>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.</i>

*Describe the project cont'd...*

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

*Benefits to you and the university cont'd...*

**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:**

**End of administrative leave plan:** *Include any relevant details on what position you will be entering/resuming at the completion of your leave.*

**Applicant's Signature:**

**Date:**