

## Article 32: Leave Without Pay

- 32.01 A member may make written application for leave without pay to the appropriate Dean explaining the reasons for the request. The member shall send a copy of the application to the Association.
- 32.02 Leave without pay shall not be granted to a member who accepts a tenured position at another university. Notwithstanding Article 32.03, a member who accepts a contract for a position at another university for more than two (2) years shall not be granted a leave without pay for longer than one (1) year.
- 32.03 Leave without pay will normally be granted for a period of one (1) year, beginning June 1, with the exception of cases where the member provides sufficient justification for a different period or starting date. Shorter leaves and extensions also may be granted. The maximum duration of a period of leave without pay shall be two (2) consecutive years. Notwithstanding the above, a longer period of leave without pay may be granted if a member is offered a prestigious appointment of limited duration by a granting agency or by agreement with the Association.
- 32.04 Written application for a leave without pay shall be made at least two (2) weeks prior to the deadline date for academic units to submit the course schedule for the academic year in which the leave is to commence. The Employer shall answer in writing by January 31 with a copy to the Association. Neither the leave nor its extension shall be denied without a valid reason.
- For leaves of a short duration, or in the case of emergencies, this time requirement may be waived, but in any case the application should be made as early as possible.
- 32.05 If the leave is for twenty (20) days or less, employee benefit coverage and payments by the employee and Employer remain the same.
- 32.06 If the leave is for more than twenty (20) days, the member shall arrange to pay the employee's and the Employer's contributions to any eligible benefit plans that are to remain in operation.
- 32.07
- a) Time taken by faculty members on leave without pay to a maximum of one (1) year shall count toward promotion eligibility to Professor if the Employer is assured that the duties and activities undertaken during the leave correspond to those of Article 16.
  - b) Time taken by librarian members on leave without pay to a maximum of one (1) year shall count toward promotion eligibility to Senior Librarian if the Employer is assured that the duties and activities undertaken during the leave correspond to those of Article 17.
- 32.08 The salary of a member on leave without pay under Article 32 shall be governed by the provisions of Article 39.04 a).

- 32.09 A member normally will not occupy her or his office for the duration of a leave without pay, but in consultation with the academic unit head/ Assistant Director or appropriate administrator for librarian positions located outside the Library, arrangements may be made to leave books and equipment in place at the member's own risk.
- 32.10 A member on leave without pay will normally be replaced in the academic unit by an LTA.