

Article 26: Sabbatical Leave

26.01 The purpose of sabbatical leave is to serve the objectives of the University by affording faculty members and librarians a regular opportunity to maintain and enhance their academic and professional competence free from normal on-campus teaching/professional and service obligations. Sabbatical leave is intended to promote intensive scholarly and professional activity through sustained periods of concentrated research and study. The parties to this agreement acknowledge a joint responsibility to ensure the effective use of sabbatical leaves so as to strengthen the University in the achievement of its objectives.

26.02 Tenured members shall be eligible, upon application, for consideration for sabbatical leave according to the following options:

OPTION 1:

After three (3) years of service, six (6) months leave at eighty-five percent (85%) of regular salary plus a \$2,000 travel/conference allowance.

OPTION 2: After six (6) years of service:

i) a twelve (12) month leave at eighty-five percent (85%) of regular salary plus a \$4,000 travel/conference allowance.

OR

ii) a six (6) month leave at one hundred percent (100%) of regular salary plus a \$2,000 travel/conference allowance.

OPTION 3: After seven (7) years of service:

i) a twelve (12) month leave at ninety percent (90%) of regular salary plus a \$5,000 travel/conference allowance;

OR

ii) a six (6) month leave at one hundred percent (100%) of regular salary plus a \$2,500 travel/conference allowance.

OPTION 4: After eight (8) years of service:

i) one (1) year's leave at ninety-five percent (95%) of regular salary plus a \$6,000 travel/conference allowance;

OR

ii) six (6) months leave at one hundred percent (100%) of regular salary plus a \$3,000 travel/conference allowance.

- 26.03 A twelve (12) month sabbatical leave normally commences on June 1; a six (6) month sabbatical leave normally commences July 1 or January 1.
- 26.04 For the purposes of sabbatical eligibility, years of service shall be counted from the date of regular appointment in the case of a member's first sabbatical leave. For subsequent sabbatical leaves, years of service shall be counted from the end of the previous leave except as provided for in Article 26.08.
- 26.05 A member who is eligible to apply for a twelve (12) month leave may, in exceptional circumstances necessitated by an extensive research plan, request a two (2) year leave. Should such a leave be granted, the member shall receive fifty percent (50%) of nominal salary for each year away and a \$4,000 travel/conference allowance.
- 26.06 A member who is denied a sabbatical leave for financial reasons, or because satisfactory arrangements cannot be made to carry on the work of the applicant, shall not be denied on the next application for similar reasons.
- 26.07 Application for Leave
- a) Written application for sabbatical leave shall be received no later than September 15 by the Dean.
 - b) Applications shall be supported by a description of the work planned by the member during the proposed leave, indicating the activities to be undertaken, and any fellowship or travel grant applied for or received.
 - c) No later than November 15, the Dean shall make a recommendation to the Provost, who shall submit her or his recommendations to the Personnel Committee of the Board of Governors.
 - d) The Provost shall notify the member by December 31 of the year of the application whether or not the application has been granted.
 - e) If a sabbatical leave is denied for reasons other than those stated in Article 26.06, the member, upon written request to the Provost, shall be provided with a reasoned report which establishes valid grounds for the denial.
- 26.08 Deferral of Approved Leave
- a) The Employer may defer a sabbatical leave for up to one (1) year in the event the member's services are required for the period of time planned for the leave.
 - b) When the number of twelve (12)-month sabbatical leaves granted to librarian members to be taken in any given year exceeds five (5), the Employer may limit the number of leaves by requiring that granted leaves in excess of five (5) be deferred for up to three (3) years.
 - c) When the number of twelve (12)-month sabbatical leaves granted to ETA members to be taken in any given year exceeds five (5), the Employer may limit

the number of leaves by requiring that granted leaves in excess of five (5) be deferred for up to three (3) years.

- d) A granted sabbatical leave may be deferred by mutual agreement for up to three (3) years. A member's request for such a deferral shall not be unreasonably denied.
- e) The period of deferral under the provisions of Article 26.08 shall be counted as service towards an application for a subsequent leave.

26.09 A member may apply to use part of the sabbatical leave salary as a research grant. The Employer assumes no responsibility for the taxation status of such a grant and shall report such grants in accordance with the income tax laws and regulations.

26.10 Other remuneration which the member may receive during the period of salaried leave is limited to an amount that brings the total to one hundred and twenty percent (120%) of nominal salary inclusive of any sum identified as research grant under 26.09 above, but exclusive of grants for research purposes, monies obtained for authorized outside professional activities, expenses covered by the Employer and payments by other bodies to defray the travel and related expenses for the member. If other remuneration is sufficient to cause total salary income to exceed one hundred and twenty percent (120%) of nominal salary, the Employer will reduce its salary payment by an amount equal to that excess.

26.11 The Parties recognize that a member who has been granted a sabbatical leave has an obligation to return to the University on completion of the leave for a period of time at least equivalent to the duration of the leave, except in the case of a faculty member who retires immediately following a sabbatical leave.

26.12 Within three (3) months of returning from sabbatical leave, the member shall prepare and forward to the Dean, with a copy to the Association, a full written account of the member's research, scholarly and professional activities during the leave. A member who fails to submit this report within three (3) months of returning from sabbatical leave shall forfeit one (1) year of service for the purpose of Article 26.02, and shall be ineligible to apply for sabbatical leave until such time as the report has been submitted. As well, the member shall forward to the Provost a statement of any remuneration received as per 26.10.

26.13 Time spent on sabbatical leave shall be included in the calculation of years of service, with the exception of eligibility for subsequent sabbatical leaves.

26.14 It shall be assumed that the member has taken annual vacation during the sabbatical leave, in proportion to the length of the sabbatical leave, subject to the provisions of Article 31.

26.15 A member shall not normally occupy her or his office for the duration of a sabbatical leave, but in consultation with the academic unit head arrangements may be made to leave books and equipment in place at a member's own risk.

- 26.16 A member may cancel her or his application for sabbatical leave by notifying the Provost in writing at least four (4) months prior to the commencement of the leave. After that date the leave normally may not be cancelled or deferred, unless the member has a valid reason, without forfeiting the right to reapply for sabbatical leave for two (2) years.
- 26.17 Pursuant to the provisions of Article 32.07, periods spent on unpaid leave shall be excluded from the calculation of service for sabbatical entitlement.
- 26.18 The Employer will defray the following costs, up to the limits provided in Article 26.02 or 26.05, for a member on sabbatical leave, provided such costs are not covered by outside funds and provided that they form part of the leave application:
- a) travel to the principal place(s) at which the sabbatical leave will be spent;
 - b) costs of relocation such as moving and storage;
 - c) conference registration fees and related travel and accommodation costs;
 - d) tuition costs;
 - e) equipment, books, and supplies.

Claims for expenses in these categories shall be accompanied by the originals of the supporting receipts.

- 26.19 After ten (10) or more years of service, ETAs shall be eligible for a leave as specified below for the purposes of concentrated formal study relevant to their ETA appointment. Those ETAs whose research profile is recognized as part of their duties may apply for a sustained period of concentrated research after ten (10) years of service as specified below:
- a) one (1) year's leave at eighty-five percent (85%) of regular salary plus a \$4,000 travel/conference allowance.
- OR
- b) six (6) months leave at one hundred percent (100%) of regular salary plus a \$2,000 travel/conference allowance.