Study Leave

(Applies to administrative and professional staff only.)

2. General Policy Statement

Study leaves are awarded on the basis of demonstrated benefit to the University and the employee and are subject to approval by the President.

3. Definitions

- 3.01 Continuing Employee an employee with an appointment with no end date.
- **3.02 Full-time Employee** a continuing or a temporary employee appointed to work seventy-two (72) hours bi-weekly on a regular basis.
- **3.03 Part-time Employee** a continuing or a temporary employee appointed to work less than seventy-two (72) hours bi-weekly on a regular basis.
- **3.04 Study Leave** a leave of up to one year, with full or partial salary, granted on the basis of demonstrated benefit to the University and the employee.
- **3.05 Study Leave Committee** is composed of the Vice-Presidents, the Executive Director, Administrative Services, and the Executive Director, Human Resources.

4. Entitlement

- 4.01 Study leaves will be awarded on the basis of an eligible employee's proposal, which must
- b. salary at 90% for leaves of four to eight months; or
- c. salary at 80% for leaves of eight months to a maximum of twelve months.
- **4.02** After the completion of any study leave option recipients of leaves will return to the University for one year or will refund, on a prorated basis, the financial assistance received from the University.

5. Eligibility

Continuing employees are eligible to take paid study leave after the completion of six years of service with the University. The University will fund an annual amount, not to exceed \$25,000 to assist departments to accommodate requests for study leave.

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6. Procedure

6.01 The deadline for submission of applications is January 2nd and approved study leaves will begin on or after the subsequent April 1st.

6.02 Applications for study leaves should be forwarded to the Executive Director, Human Resources with supporting documentation attached from the Supervisor and Dean or Director. This documentation must indicate whether departmental financial assistance is required, and if so, the rationale for the assistance and the amount requested. The Study Leave Committee will consider applications and make a recommendation to the Pres

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