



SIMON FRASER UNIVERSITY Revision No. Date Number
 PoliciesPro4.Edu10)44.21T6 1 Tf10.02 03.321130.0015 Tc65 07 TT6 1 TfAD2.34116056 706.0004 Tc09048TPC

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

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