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## Research and Study Leave Policy

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### Department Policy Number

120 011

### Effective Date

Revised November 17, 2005

Revised July 1, 2005

May 1, 2004

### Purpose

This policy outlines a Staff Member's access to Research and Study Leave to provide opportunities for research, graduate study, and professional training.

### Definitions

<b>AUFA</b>	Athabasca University Faculty Association
<b>Academic/Professional Staff</b>	Permanent and term Academic and Professional staff who are members of AUFA
<b>R&amp;S</b>	Research and Study Leave
<b>Academic year</b>	July 1st to June 30th

### Policy

Research and Study Leave is governed by the AUFA Terms & Conditions and the procedures outlined in this policy ensure fair and timely approval of processing applications for leave.

### Regulation

### Procedure

#### 1.0 Eligibility

- 1.1 Permanent Academic or Professional Staff Members with full-time or part-time appointments



1.1.1 Academic Staff may be eligible for R&S Leave at the end of the twelve (12) months following the granting of appointment for an indefinite term.

1.1.2 Professional Staff may be eligible for R&S Leave after the granting of appointment for an indefinite term.

1.1.2.1 R&S Leave is intended to provide an opportunity for research, graduate study or professional training and cannot be used to obtain the core requirements of the job.

1.2 Term Academic or Professional Staff Members with full-time or part-time appointments

1.2.1 Term Academic or Term Professional Staff may be eligible for R&S Leave after having filled a term position for five (5) consecutive years.

## 2.0 Duration

2.1 Permanent and Term Academic Staff Members

2.1.1 The R&S Leave shall be a minimum of six (6) months and a maximum of twelve (12) months duration.

2.2 Permanent and Term Professional Staff Members

2.2.1 The R&S leave shall be a minimum of six (6) months and a maximum of twelve (12) months duration.

2.2.2 If the Staff Member is selecting the full-salary option, the leave shall be a minimum of two (2) months and a maximum of four (4) months.

## 3.0 Salary during Leave

A Staff Member shall not be entitled to remuneration during the leave in excess of 100% of normal salary without the approval of the Vice President Academic. Prior approval is not required for income sources that existed prior to the commencement of leave. If the Staff Member is in receipt of remuneration from sources other than Athabasca University (remuneration as it relates to our mission: teaching, research and scholarship) in any calendar month, the Staff Member shall promptly report the actual amounts to the Director, Human Resources. If the total remuneration from all sources exceeds 100% of the Staff Members normal monthly salary, the University will deduct the excess from the Staff Members next month's salary.

3.1 Permanent and Term Academic Staff Members

3.1.1 Staff Members shall receive 100% of salary for the duration of leave for such leave accrued after July 01, 2000. Prior to July 01, 2000, Staff Members



accrued leave at 80% salary but have the option of converting to the full salary option as per the provisions of Schedule F of the AUFA Terms & Conditions.

### 3.2 Permanent and Term Professional Staff Members

3.2.1 Staff Members shall receive 80% of salary for the duration of leave.

3.2.2 Staff Members have the option of converting to the full salary option as per the provisions of Schedule F of the AUFA Terms & Conditions.

## 4.0 Application

### 4.1 Permanent and Term Academic Staff Members

4.1.1 Staff Members shall make formal application to the supervisor in writing by October 1st of the year preceding the academic year in which the leave is to commence [eligibility for subsequent leave - after three (3) years of regular full-time continuous service].

4.1.2 Applications must be verified by Human Resources for leave entitlement eligibility.

4.1.3 The supervisor shall forward the application stating their approval to Human Resources.

4.1.4 Human Resources will enter the information on the R&S Leave Log Sheet and submit to the appropriate Executive Officer by October 15th.

### 4.2 Permanent and Term Professional Staff Members

#### 4.2.1 80% Salary Leave Option

4.2.1.1 Staff Members shall make formal application to the supervisor by October 1st of the year preceding the academic year in which the leave is to commence [eligibility for subsequent leave at 80% salary – after three (3) years of regular full-time continuous service].

4.2.1.2 Applications must be verified by Human Resources for leave entitlement eligibility.

4.2.1.3 The supervisor shall forward the application stating their approval to Human Resources.

4.2.1.4 Human Resources will enter the information on the R&S Leave Log Sheet and submit to the appropriate Executive Officer by October 15th.



#### 4.2.2 100% Salary Leave Option

4.2.2.1 Staff Members shall make formal application to the supervisor by October 1st, January 1st, or April 1st of any year. The application must precede the date of the proposed leave by eight (8) months [eligibility for subsequent leaves at 100% salary - provided there is a break of four (4) months].

4.2.2.2 The supervisor shall forward the application stating their approval to Human Resources.

4.2.2.3 Applications must be verified by Human Resources for leave entitlement eligibility.

4.2.2.4 Human Resources will enter the information on the R&S Leave Log Sheet and submit to the appropriate Executive Officer by the 15th of the month following application.

### 5.0 Approval

#### 5.1 Permanent and Term Academic Staff Members

5.1.1 Decisions on granting of such leave shall be made by December 1st by the appropriate Executive Officer.

5.1.2 The Executive Officer shall indicate their approval on the original application form and the R&S Log Sheet and forward to Human Resources prior to December 1st.

5.1.3 Human Resources shall forward to the Staff Member and supervisor, a copy of the application indicating approval/denial by the Executive Officer.

5.1.4 Human Resources shall update the Academic/Professional Staff Leave listing and forward to the R&S Leave email alias.

#### 5.2 Permanent and Term Professional Staff Members

5.2.1 Decisions on granting of such leave shall be made within two (2) months of the receipt of the formal application by the appropriate Executive Officer.

5.2.2 The Executive Officer shall indicate their approval on the original application form and the R&S Leave Log Sheet and forward to Human Resources by December 1st, March 1st or June 1st depending on application date.

5.2.3 Human Resources shall forward to the Staff Member and supervisor, a copy of the application indicating approval/denial by the Executive Officer.



5.2.4 Human Resources shall update the Academic/Professional Staff Leave listing and forward to the R&S Leave email alias.

#### 6.0 Reporting

6.1 A Staff Member must submit a written report to the supervisor within one (1) month of the staff members return from leave or one (1) month prior to the end of leave in the event a Staff Member is retiring immediately following leave.

#### 7.0 Benefits During Leave

7.1 A Staff Member shall be eligible for the benefits contained in Schedule B (same as if the staff member was not on leave) except Vacation, Professional Development and Annual Research Leave entitlements do not accrue during R&S Leave.

7.2 Special Research and Study Leave days are added to expand the length of R&S Leave time.

#### **Approved By**

Executive Group, November 17, 2005

#### **Amended Date/Motion No.**

President, March 2005

Executive Group, May 3, 2004

#### **Related References, Policies and Procedures**

Article 15 - AUFA/AUGC Terms and Conditions

Annual Performance Assessment - AUFA Professional and Academic Staff

Annual Merit Increments - AUPE and AUFA Staff Members

Special Research and Study Leave for Academics

Applicable Legislation/Regulation

#### **Responsible Position/Department**

This policy is maintained and administered by Human Resources. For further information, please contact the Compensation & Benefits Administrator (Human Resources).

#### **Keywords**