

Article 45 - Leaves of Absence

- 45.1 Members may apply for a Leave of Absence without pay. An application for such a Leave will be given due consideration and may be granted where the University determines that the Leave will not interfere with operational requirements.
- 45.2 A Leave of Absence without pay shall not normally exceed one year. This restriction may be modified in individual cases by the Provost, on recommendation from the Dean, Chief Librarian, or in the case of Veterinarians, Directors.
- 45.3 In all cases of Contractually Limited Members, a Leave will not extend the duration of the term of appointment and will not exceed the end date of the term of appointment.
- 45.4 While a Member is on a Leave of Absence without pay, the University will not contribute towards the costs of benefits. The Member may elect to pay both the University and Member costs of benefits during the period of Leave.
- 45.5 Any application for a Leave of Absence shall be made by the Member to the Dean, Chief Librarian, or, in the case of Veterinarians, Director, or designate. The application shall describe the purpose and duration of the Leave. A Member will apply in writing at least six (6) months before the proposed leave is to take effect. In the case of unforeseen events/circumstances, a Member shall be permitted to apply for a Leave of Absence less than six (6) months before it would begin and this application will be given due consideration.
- 45.6 The Dean, Chief Librarian, or, in the case of Veterinarians, Director, or designate, shall consult with the person to whom the Member reports. The Dean, Chief Librarian or, in the case of Veterinarians, Director, or designate, shall then approve or deny the application. Any decision not to approve an application shall be accompanied by written reasons.
- 45.7 While on a Leave of Absence, Members are not eligible for consideration for Promotion and/or Tenure/Continuing Appointment. This restriction may be modified in individual cases by the Provost, on recommendation from the Dean, Chief Librarian, or, in the case of Veterinarians, Director, or designate, at the request of the Member. In the case of a Member on a Probationary Appointment, a Leave of Absence beyond six (6) months will extend the Probationary Appointment by a period of one year.
- 45.8 Study/Research Leave credit shall not be earned during a Leave of Absence without pay.
- 45.9 A Member, upon returning from a Leave of Absence, shall be placed, at a minimum, at the same rank and appointment type as held at the commencement of the Leave.
- 45.10 Upon returning from a Leave, a Member will receive salary of not less than that received immediately prior to the period of the Leave, adjusted by any base salary adjustments that may have taken place in the interval.