

# LEAVE POLICY

Revised: May 25, 1999 [Approved by FASS and Academic Council]

Revised: January 2008 [by agreement between Huron University College Faculty Association and Huron University College]

Revised: April 2010 [by motion at Academic Council]

## I. General:

- A. The final authority for the approval of Leaves of any kind rests with the Executive Board of Huron University College. **Leaves are not a right at Huron University College except where they have been explicitly contracted for in writing.**
- B. Leaves shall be of two kinds, Paid and Unpaid. A Paid Leave shall be one for which the College assumes some salary responsibility, while an Unpaid Leave shall be one in which the College assumes no salary responsibility at all.
- C. There shall normally be no more than four Sabbatical Leaves in the Faculty of Arts and Social Science in any one year and no more than one Sabbatical Leave in the Faculty of Theology in any one year. If there is no application from the Faculty of Theology, a maximum of five Sabbatical Leaves may be given in that year to the Faculty of Arts and Social Science. An Administrative Leave granted to either of the Deans shall be in addition to the above. An Administrative Leave granted to the Principal shall be in addition to the above, except where there is no applicant from the Faculty of Theology. In such a case, the number of Sabbatical Leaves available to the Faculty of Arts and Social Science shall remain four.
- D. All Leaves requiring application must be submitted to the Dean no later than the last day of September of the year prior to the requested leave.
- E. In the case of Sabbatical Leave, prospective candidates must submit a statement of intent to apply for Sabbatical to their chair and Dean by March 31, of the calendar year prior to the requested leave.

## II. Sabbatical Leave:

Revised: November 26, 1998 [Approved by Executive Board]

Revised: February 22, 2007 [Approved by Executive Board]

- A. Definition: Sabbatical Leave is a Paid Leave granted for the purposes of scholarly activity, whether related to professional development or research, subject to the terms and conditions listed below.
- B. Faculty on Tenure Contract are eligible for Sabbatical Leave under the terms and conditions noted below if they have completed six years of uninterrupted, full-time appointment on Tenured, Probationary, or Contractually-Limited Contract at Huron University College. A maximum of three years of full-time service on Contractually-Limited appointment may be applied toward the six years overall required for

eligibility for sabbatical leave. Leave years under full-time contract shall not count toward the six required for Sabbatical Leave unless otherwise agreed to in writing by the College. Following first sabbatical leave granted by Huron University College, faculty on tenure contract are eligible for sabbatical leave of 6 months duration (July 1 to December 31 or January 1 to June 30) after three years of uninterrupted, full-time appointment, or sabbatical leave of 12 months duration after six years of uninterrupted full-time appointment.

- C. There shall normally be no more than one Sabbatical Leave granted per Department.
- D. Consideration for Sabbatical Leave shall require a clear statement of the research or professional development project(s) being proposed. Applicants shall provide information about their project(s) under the following heads as applicable: scope, objectives, scholarly significance, theoretical approach or conceptual framework, research plans and methods; social relevance or practical importance; work already completed, in progress, and to be undertaken; schedule of work.
- E. Applications for Sabbatical Leave in the Faculty of Arts and Social Science shall be placed on the agenda of the Committee of Chairs by the Dean on receipt of the applications from Departmental Chairs. Recommendations on Sabbatical Leave shall then be made by the Committee of Chairs to the Dean. The Dean, who shall not be bound by the recommendations of the Committee of Chairs, shall in turn recommend to the Principal. In the event of a disagreement between the C.O.C. and the Dean, both recommendations shall be forwarded to the Principal. In the Faculty of Theology, application shall be made directly to the Dean who shall recommend to the Principal. The Principal shall not be bound by these recommendation(s) and shall in turn make recommendation(s) to the Campus and Community Affairs Committee (CCAC) of the Executive Board.
- F. Faculty returning from Sabbatical Leave shall be expected to provide a full Sabbatical Activities report to the Office of the Dean (with copy to the Principal for the CCAC) for inclusion in their dossiers.
- G. Sabbatical Leave shall be granted on a competitive basis and the criteria applied for the granting of Sabbatical Leave and to the ranking of applications shall include, but not be limited to, the items on the list below. The satisfaction of all the listed criteria shall not be necessary for the granting of Sabbatical leave.
  - 1. The size and importance of the research or professional development project.
  - 2. A clear commitment in writing from a granting agency.
  - 3. Copies of applications to granting agencies, for projects where external funding is available.
  - 4. A clear commitment in writing from a publisher.
  - 5. Urgency resulting from the nature and content of the project.
  - 6. The fruitfulness of the last Sabbatical Leave taken.
  - 7. The scholarly productivity of the applicant (this criterion will be given less weight, the younger the applicant).
  - 8. Number of years since last Sabbatical Leave.
  - 9. The effect of the Sabbatical Leave on the Department and its programmatic plans.
  - 10. The availability and/or need for a suitable replacement.

- H. Remuneration for Sabbatical Leave shall be at the rate of 90% of salary for a full year and 100% for a half year, except in the case of first sabbatical leave granted after promotion from Assistant to Associate Professor with tenure where remuneration shall be at 100% for a full year.
- I. A faculty member on Sabbatical Leave may accept a fellowship, honorary visiting professorship, part-time teaching appointment, employment as consultant, or the like, provided that the duties associated with such a fellowship, appointment, or employment will not jeopardize the scholarly activities for which she or he has been granted Sabbatical Leave. It is expected that total remuneration, from such professional activities including sabbatical salary, will not exceed 125% of normal salary exclusive of moving and research expenses. Earnings above 125% will be deducted from the Sabbaticant's salary. The sabbaticant must report to his or her Dean the award of any fellowship and the acceptance of any appointment or employment for which remuneration is contracted.
- J. Year(s) of Sabbatical Leave shall count for residence requirements for eligibility for promotion. (existing II. I.)
- K. A faculty member granted sabbatical leave must return to the College for at least one year of full-time employment or two years of "phased retirement" employment prior to retiring from the College.

### **III. Academic Leave:**

- A. Definition: Academic Leave is an Unpaid Leave for specifically academic purposes subject to the terms and conditions which follow. For the purposes of this document, grant-supported Academic Leaves shall be considered Unpaid Leaves, even though recipients may receive salary from the College.
- B. The process of application, review, and recommendation shall be the same as in the case of Sabbatical Leave as well as the criteria applied.
- C. No more than one year of Academic Leave between Sabbatical Leaves may count towards the residency requirements for eligibility for Sabbatical Leave. Recipients of Academic Leave shall not lose years already accrued for eligibility for Sabbatical Leave.
- D. Academic Leaves shall not exceed three years.
- E. A Maximum of two consecutive years on Academic Leave may be used for the calculation of salary in the returning year.
- F. Year(s) of Academic Leave shall count for residence requirements for eligibility for promotion.

### **IV. Political Leave:**

- A. Definition: Political Leave is an Unpaid Leave granted to persons elected to Federal or Provincial political office.

- B. Years on Political Leave shall not count towards the residency requirements for eligibility for Sabbatical Leave. Recipients of Political Leave shall not lose years already accrued for eligibility for Sabbatical Leave.
- C. A Maximum of two consecutive years on Political Leave may be used for the calculation of salary in the returning year.
- D. Political Leaves shall not exceed five years.
- E. Year(s) of Political Leave shall not count for residence requirements for eligibility for promotion.

**V. Administrative Leave:**

- A. Definition: Administrative Leave is a Paid Leave after administrative duties contractually linked to the offices of Faculty Dean and Principal.
- B. Deans shall be eligible for Administrative Leave on completion of a five-year term on condition that they are resuming their administrative appointment for a further five year term or resuming their full-time academic appointment at Huron University College. Administrative Leave will be at full academic salary excluding administrative stipend.
- C. The Principal shall be eligible for Administrative Leave on completion of a five-year term on condition that he/she is resuming the administrative appointment for a further five year term or resuming/beginning the full-time academic appointment at Huron University College. Administrative Leave will be at full academic salary excluding administrative stipend. The Board, at its discretion, may negotiate specific employment terms that may differ from this policy, and the employment agreement will supersede this policy.
- D. Administrative Leave shall be subject to three conditions:
  - 1. Finances available,
  - 2. Suitable alternative arrangements having been worked out to cover the administrative responsibilities of the person requesting Leave, and
  - 3. Only one administrator being on leave in any one year. If the administrator to go on leave teaches in the Faculty of Theology, no other member of that Faculty may go on Sabbatical Leave that year.
- E. Years spent on Administrative Leave shall not count towards the residence requirements for Sabbatical Leave; years spent in Administrative Office shall not count towards the residence requirements for Sabbatical Leave; years accumulated towards the residence requirements for Sabbatical Leave prior to the taking of Administrative Office shall continue to count after Administrative Office has been left.

- F. Year(s) of Administrative Leave shall count for residence requirements for eligibility for promotion.

#### **VI. Personal Leave:**

A. Definition: Personal Leave is an Unpaid Leave granted for personal reasons unrelated to academic career-development and unrelated to considerations of health. Personal Leave is subject to the terms and conditions listed below.

B. All faculty on probationary or tenured appointment may make application in writing directly to the Dean for Personal Leave.

C. The sole criterion for granting Personal Leave shall be that of the welfare of the applicant's Department or Faculty. The Dean will consult with the chairman of the affected Department where that is appropriate and, if the Leave is judged to have no potential detrimental effects on the applicant's Department or Faculty, will make recommendation to the Principal. In The Faculty of Arts and Social Science, the Leave shall be reported to the Committee of the Chairs, but shall not be subject to the Committee of Chairs' recommendation. The Principal shall not be bound by the recommendation of the Dean and, if supportive, will make recommendation to the Executive Board.

D. Personal Leaves shall not exceed one year.

E. Personal Leaves shall not count for purposes of subsequent salary calculation.

F. Personal Leaves shall not count towards residence requirements for promotion, tenure, Sabbatical leave or the calculation used in the Minimum Guarantee policy (refer to H.)

G. Extended Health and Dental Benefit coverage if any, will be reviewed with the applicant, the CAO and our benefits provider to determine the applicant's eligibility for benefits and any costs, while on leave

H. Pension contributions will be governed by the terms of the UWO Pension Plan for Members of the Academic Staff.

#### **VII. Medical Leave:**

A. Medical Leave shall be governed by the provisions of the College's Long Term Disability insurance policy.

## **VIII. FAMILY LEAVE POLICIES**

**Issued: May 1, 2003 [Approved by Executive Board on April 16, 2003]**

### **Pregnancy Leave**

1. Pregnancy leave is granted in accordance with the provisions of the Employment Standards Act of Ontario.
2. Supplemental Benefit Plan
  - a) Staff/faculty who have worked at Huron University College for at least one year as of probable date of delivery will be entitled to receive 95% of salary for the initial two week waiting period and 95% of salary less the Employment Insurance maternity benefit for 15 weeks.
  - b) To qualify for this benefit the employee must make application and qualify for Employment Insurance maternity benefits.
3. Leave in excess of the 17 weeks for medical reasons related directly to an employee's pregnancy and/or delivery of an infant may be treated in accordance with Sick Leave Policy.

### **Adoption Leave**

1. Adoption leave is granted in accordance with the Employment Standards Act of Ontario under the provisions of Parental Leave.
2. Supplemental Benefit plan
  - a. Staff or faculty who have worked at Huron University College for at least one year as of the probable date of coming of the child into the employee's custody, care and control for the first time will be entitled to receive either 95% of salary for the two week waiting period and 95% of salary less Employment Insurance benefits for 15 weeks, or 95% of salary less Employment insurance benefits for 17 weeks, if no waiting period is required. To qualify for this benefit the employee must make application and qualify for Employment Insurance parental benefits.
  - b. Supplemental benefits are available only for the seventeen-week period commencing on the date of the coming of the child into the employee's custody, care and control for the first time.
  - c. To qualify for this benefit, the employee must be the primary caregiver of the child.
  - d. Supplemental benefits are not available in cases of adoption when an employee establishes a spousal relationship with an individual who already has a child(ren) and subsequently adopts the child(ren).

## **Parental leave**

1. Parental leave is granted in accordance with the provisions of the Employment Standards Act of Ontario.
  
2. Supplemental benefit plan
  - a. Staff/faculty who have worked at Huron University College for at least one year as of probable date of delivery or as of the date the child comes into the custody, care and control of a parent who is not covered by the Adoption leave policy will be entitled to receive 95% of salary less the Employment Insurance Parental benefit for 2 weeks.
  
  - b. To qualify for this benefit the employee must make application and qualify for Employment Insurance parental benefits.
  
  - c. Supplemental benefits are not available in cases of adoption when an employee establishes a spousal relationship with an individual who already has a child(ren) and subsequently adopts the child(ren).

## **Family Medical Leave (amended May, 2008)**

Staff/faculty who have worked at Huron University College for at least one year are entitled to up to ten working days of paid leave in a calendar year to care for their gravely ill or dying child, parent, or spouse. This is in addition to the unpaid, job-protected leave of up to eight weeks in a 26-week period permitted under the [Employment Standards Act of Ontario](#) regardless of length of employment with Huron University College.

## **Personal Emergency Leave (amended May, 2008)**

Staff/faculty who have worked at Huron University College for at least one year will be entitled to up to three days paid leave in a calendar year to deal with family emergencies as listed in the [Employment Standards Act of Ontario](#). This is in addition to the 10 days of unpaid personal emergency leave permitted under the Act to all employees regardless of length of employment.

## **IX. Reduced Teaching Load**

- A. Definition: A faculty member on Reduced Teaching Load shall teach two full courses or their equivalent rather than three, but shall continue to have responsibilities for program maintenance and development, college administration, and scholarly activity for the full academic year.
  
- B. Reduced Teaching Load shall be two kinds: Research and Personal.
  1. Reduced Teaching Load (Research) shall normally be granted for one year with an automatic return to full teaching load in the subsequent year and will

normally require proof of external funding and arrangements for release-time stipend.

2. Reduced Teaching Load (Personal) shall always be for a negotiated and specified number of years.
- C. Reduced Teaching Load shall be granted only with the consent of the departmental chairman (in the Faculty Arts and Social Science), the Dean, and the Principal.
- D. The terms of all Reduced Teaching Load arrangements shall be clearly stated in writing and have the applicant's agreement in writing. Alteration of the written terms of a Reduced Teaching Load shall be possible only with the consent of the faculty member on the Reduced Teaching Load, the Chair of the faculty member's department (in the case of the Faculty of Arts and Social Science), the Dean, and the Principal.
- E. Applications for Reduced Teaching Load shall be made to the Dean through the applicant's chairman.
- F. The sole criterion for granting Reduced Teaching Load shall be that of the welfare of the applicant's Department or Faculty. In the Faculty of Arts and Social Science, the Dean shall consult the Chair of the affected Department and if the reduction is judged to have no potential detrimental effects on the applicant's Department or Faculty, shall recommend the reduction to the Principal. The Leave shall be reported to the Committee of Chairs, but will not be subject to Committee of Chairs recommendation. The Principal shall not be bound by the recommendation of the Dean and, if supportive, will recommend the reduction to the Executive Board.
- G. Faculty on Reduced Teaching Load shall receive 75% of salary. Where faculty receive release time stipends sufficient to cover the part-time teaching costs associated with their reduced course load, they shall receive 100% of salary. Pension contributions and employee insurance coverage shall be based on the actual salary received.
- H. Nominal full salary entitlement shall be calculated each year as if the faculty member had been on full teaching load in the prior year.
- I. Up to a maximum of three years under Reduced Teaching Load (Research) shall be allowable for full credit towards the residence requirements for promotion (each additional year beyond three counting for 75% of one year), unless otherwise agreed to in writing by the College.
- J. Each year under Reduced Teaching Load (Personal) shall count for 75% of one year towards the residence requirements for promotion unless otherwise agreed to in writing by the College.
- K. Up to a maximum of three years under Reduced Teaching Load (Research) see IX.A and IX.B.1 above] shall be allowable for full credit towards the six years required for Sabbatical Leave (each additional year beyond three counting for 75% of one year), unless otherwise agreed to in writing by the College)



L. Each year under Reduced Teaching Load (Personal) see IX.A and IX.B.2 above] shall count for 75% of one year towards the six years required for Sabbatical Leave unless otherwise agreed to in writing by the College.