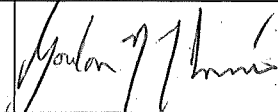


ADMINISTRATIVE LEAVE FOR  
ADMINISTRATORS WHO HOLD A FACULTY  
APPOINTMENT

Section	4 – Employment Policies	Policy No	4.06
Employees Covered	Non Union	Effective	Oct 2013
Subject	Administrative Leave for Administrators Who Hold a Faculty Appointment	Authorized	

Definition and Purpose

An Administrative Leave is a period of leave at full salary based on the rate of pay in the administrative position held immediately prior to the leave. The purpose of the leave is for academic renewal and for full re-entry to the non-administrative aspects of academic life (teaching and research) at the conclusion of the term as an Administrator.

Scope

For the purpose of this Policy, Administrator includes those with an appointment at the level of Dean or higher who are eligible for entry or re-entry into a faculty position on completion of the term as an Administrator.

Eligibility

Administrative Leave to a maximum of 6 months will be granted to those administrators at the level of Dean whose administrative appointment is for a period of 5 or 6 years. Should the Dean leave the position prior to completion of the contract, and provided the Dean was not dismissed from the position for just cause, leave will be granted on the basis of one (1) month for each completed year of service as the Dean.

Administrative Leave of a maximum of 12 months will be granted to those administrators at the level of Vice-President whose administrative appointment is for a period of 5 or 6 years. Should the Vice-President leave the position prior to completion of the contract, and provided the Vice-President was not dismissed from the position for just cause, leave will be granted on the basis of two (2) months for each completed year of service as the Vice-President.

In the case of dismissal for just cause, any entitlement to Administrative Leave will be forfeited.

For employment contracts greater than one year but less than 5 years, Administrative Leave will be pro-rated based on the above.

### Contract Renewal

Should an Administrator renew his/her contract for an additional term, administrative leave accrued under the first contract may be carried over to the end of the subsequent contract(s). Leave will not normally be taken between employment contracts unless for extenuating circumstances.

### Conditions

Unless otherwise indicated in the employment contract, Administrative Leave will be granted only where there is an expectation that the Administrator will return to the University in a faculty position for a minimum period of one year.

### Prior to Commencement of Leave

In the case of a Dean, a plan of activities should be submitted to the Vice-President Academic two (2) months prior to commencement of the Leave and a report on the work done during the Leave should be submitted not later than three (3) months after the end of the Leave.

In the case of a Vice-President, a plan of activities should be submitted to the President two (2) months prior to the commencement of the Leave and a report on the work done during the Leave should be submitted not later than three (3) months after the end of the Leave.

### Timing of the Leave

The Leave should be taken immediately following completion of the term as Administrator.

All outstanding vacation must also be taken prior to commencement of the Leave.

Implementation Date	Oct 2013
Next Review	2016