

Study Leave

The purpose of this leave is to enable full-time faculty members to pursue a course of study or to undertake research which would improve the potential of the member of faculty to serve the University.

A full-time member of faculty may be granted study leave without pay at the discretion of the department chair and senior associate dean, after they have satisfactorily completed the first full period of employment, unless otherwise agreed in writing prior to hire. The length of the leave will also be at their discretion.

A full-time member of faculty who is granted study leave must assist in identifying a suitable temporary replacement to assume his/her teaching duties and this replacement must be approved by the relevant chair and course director(s). The total cost of a replacement, including compensation and any relevant expenses (travel, accommodation etc.) must not exceed the gross base salary of the faculty member granted leave. If after a replacement has been recruited, the member of faculty who has been granted leave is unable to take the leave as scheduled, then the member of faculty will forfeit the right to return to work with pay until after the expiration of the replacement's appointment.

The time given for unpaid study leave may affect eligibility for professional travel and will be deducted from the time accumulated for sabbatical leave.