



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>ADMINISTRATIVE LEAVES FOR ACADEMIC ADMINISTRATORS</b>
<b>Effective Date:</b>	May 18, 2007
<b>Revised Date:</b>	
<b>Review Date:</b>	May 28, 2017
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	<a href="#">University of Manitoba Act</a> Section #16(1)(b)
<b>Responsible Executive Officer:</b>	President; Delegated to Vice-President (Administration)
<b>Delegate: (If applicable)</b>	
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: See List

This Policy applies to the following employee groups identified in Procedure: Employee Organizations and Employment Groups:

- a) Academic Staff Excluded from Bargaining Units as Members of the Board
- b) Senior Administrative Academic Staff
- c) Administrative Academic Staff
- d) GFT (Geographic Full-time) Academic Staff
- e) Other Academic Staff
- f) Academic Staff in the UMDCSA (University of Manitoba Dental and Clinical Staff Association) Bargaining Unit

## **Part I Reason for Policy**

To define the administrative leave plan for academic administrators in the above mentioned categories.

## **Part II Policy Statement**

Similar to research/study leave, the University supports the provision of administrative leave for academic staff in administrative positions to foster professional development, allow academic administrators to improve themselves academically and to engage in research. As an outcome, the University intends administrative leaves to foster their effectiveness as teachers, scholars and administrators.

### **2.1 *Eligibility***

2.1.1 All full-time academic staff with probationary, continuing or tenured appointments who are also appointed to positions as academic administrators in one of the above mentioned employee groups shall be eligible for administrative leave subject to the requirements outlined in the document Procedures: Administrative Leave for Academic Administrators.

## **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents are required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy

## **Part IV Secondary Documents**

- 4.1 The Vice-President (Administration) or the President may approve Procedures which are secondary to and comply with this Policy.

## **Part V Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is .

- 5.2 In the interim, this Policy may be revised or rescinded if the Board of Governors deems necessary.
- 5.3 If this Policy is revised or rescinded, all Secondary Documents will be reviewed as soon as reasonably possible in order to ensure that they:
- a) comply with the revised Policy; or
  - b) are in turn rescinded.

**Part VI**  
**Effect on Previous Statements**

- 6.1 This Policy supersedes:
- a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - c) 1013 Leaves for Academic Administrators (May 26, 1994).

**Part VII**  
**Cross References**

Cross referenced to:

Procedures: Administrative Leaves for Academic Administrators