



## UNIVERSITY OF MANITOBA POLICY

<b>Policy:</b>	<b>RESEARCH/STUDY LEAVES FOR ACADEMIC STAFF EXCLUDED FROM BARGAINING UNITS</b>
<b>Effective Date:</b>	September 19, 2006
<b>Revised Date:</b>	
<b>Review Date:</b>	September 19, 2016
<b>Approving Body:</b>	Board of Governors
<b>Authority:</b>	
<b>Responsible Executive Officer:</b>	President
<b>Delegate: (If applicable)</b>	Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: see list below

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) Sessional Professional Academic Staff
- f) Research Academic Staff
- g) Other Academic Staff
- h) Academic Staff in the UMDCSA (University of Manitoba Dental and Clinical Staff Association) Bargaining Unit.

### **Part I Reason for Policy**

To provide research/study leaves for full-time academic staff with tenured, continuing or probationary appointments.

## **Part II Policy Statement**

- 2.1 Research/study leaves are provided to allow academic staff to focus on research, scholarly inquiry or creative work. The practice of taking research/study leaves is a benefit to leave-takers, the University and the academic community in general. While taking a research/study leave is encouraged, it is not compulsory.
- 2.2 A research/study leave will be a period of time in which an academic staff member shall be exempt from normal assigned duties.
- 2.3 During the research/study leave the academic staff member shall undertake to complete an activity plan that will have continuing benefits to the University as identified at the time of application for the research/study leave.
- 2.4 The academic staff member shall continue to receive full or partial salary during the research/study leave in accordance with Procedures developed to administer these leaves. The University intends to provide research/study leaves that are competitive with other Canadian Universities and within the University community.
- 2.5 The University shall establish under Procedures: Research/Study Leave for Academic Staff, the administrative procedures and entitlements for each of the various academic staff groups covered by this Policy.

## **Part III Accountability**

- 3.1 The University Secretary is responsible for advising the President that a formal review of this Policy and Secondary Documents is required.
- 3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Policy.
- 3.3 The Vice-President (Academic) and Provost is responsible for decisions regarding the academic merits of any application for research/study leave.

## **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 September 19, 2016.
- 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; and
  - b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein; and
  - c) 704 Research/Study Leaves (September 23, 1993).

## **Part VII Cross References**

Procedure: Research/Study Leave for Academic Staff Excluded from Bargaining Units