



## UNIVERSITY OF MANITOBA PROCEDURE

<b>Procedure:</b>	<b>RESEARCH/STUDY LEAVE FOR ACADEMIC STAFF EXCLUDED FROM BARGAINING UNITS</b>
<b>Parent Policy:</b>	Research/Study Leaves for Academic Staff Excluded from Bargaining Units
<b>Effective Date:</b>	September 19, 2006
<b>Revised Date:</b>	
<b>Review Date:</b>	September 19, 2016
<b>Approving Body:</b>	Administration: President
<b>Authority:</b>	Policy: Research/Study Leaves for Academic Staff Excluded from Bargaining Units
<b>Responsible Executive Officer:</b>	
<b>Delegate: (If applicable)</b>	Vice-President (Academic) and the Vice-President (Administration)
<b>Contact:</b>	Executive Director of Human Resources
<b>Application:</b>	Employees: see list below

This Procedure 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 Procedure(s)**

To set out Procedures secondary to the Policy entitled “Research/Study Leaves for Academic Staff”.

**Part II**  
**Procedure(s)**

**2.1 Eligibility**

2.1.1 Research/study leaves are available to full-time academic staff with tenured, continuing or probationary appointments.

2.1.2 Notwithstanding 2.1.1, academic staff at the Lecturer rank are eligible to apply for research/study leave after completing at least six (6) years of full-time service in that rank.

2.1.3 Academic staff members, except as provided in 2.1.2, must have completed the appropriate amount of full-time service identified in 2.3 below in order to apply for a research/study leave.

**2.2 Research-Study Leaves**

2.2.1 There are four (4) kinds of research/study leaves:

- a) effective July 1, 2001, the first half research/study leave, if it starts within six (6) years of the start of the probationary appointment, shall be at 100% of base salary for a period of six (6) months;
- b) a half research/study leave lasting six (6) months at 80% of base salary;
- c) a full research/study leave lasting six (6) months at 100% of base salary; and
- d) a full research/study leave lasting twelve (12) months at 80% of base salary

2.2.2 A twelve (12) month leave shall normally begin on July 1<sup>st</sup>.

2.2.3 A six (6) months leave shall normally begin on either January 1<sup>st</sup> or July 1<sup>st</sup>.

2.2.4 If sufficient justification is given, initiation of a research/study leave on a date other than the above may be approved by the Vice-President (Academic) and Provost if recommended by the department head and supported by the appropriate dean/director.

2.2.5 Each department/faculty/school should plan the research/study leaves of its faculty members well in advance and make arrangements to secure replacements early so that research/study leaves are not delayed.

## 2.3 Service Requirements

2.3.1 An academic staff member earns a half credit towards research/study leave for every half year of full-time service with the University. The maximum accumulation is 9 credits, except where a leave application is denied in accordance with 2.4.5.

2.3.2 An academic staff member shall be eligible for a full research/study leave after accumulating six (6) or more credits. Six (6) credits are exchanged for a full research/study leave.

2.3.3 An academic staff member shall be eligible for a half research/study leave after accumulating three (3) or more credits. Three (3) credits shall be exchanged for a half research/study leave.

2.3.4 For the purpose of calculating eligibility for a research/study leave, paid leaves other than research/study leaves and administrative leaves shall be counted as time spent in full-time service with the University. Where an academic staff member has taken a full research/study leave lasting six (6) months at 100% of base salary, he/she shall not earn a half credit for the other half of the academic year in which the leave is taken.

2.3.5 Unpaid leaves of absence shall not be counted as time spent in full-time service with the University.

2.3.6 An academic staff member is not eligible to apply for a research/study leave unless there is a minimum of one year between the end of the academic staff member's previous research/study or administrative leave and the start date of any proposed leave.

## 2.4 Application for Research/Study Leave

2.4.1 Academic staff who are eligible for research/study leave may make application by October 1st of the year immediately preceding the academic year for which the research/study leave is requested. Applications shall be made in writing and on the appropriate application form. Normally decisions on the granting of research/study leaves will be made at least six (6) months prior to the commencement of the research/study leave.

2.4.2 Where a study leave project is of such a nature that it can be funded externally, the academic staff member shall apply for external funds.

2.4.3 An application for research/study leave shall require a positive recommendation by his/her dean/director and approval by the Vice-

President (Academic). If an application is not supported, concerns with the application will be provided in writing to the academic staff member who may resubmit his/her application within two (2) weeks of the notification of concerns. The leave proposal shall be evaluated in relation to the academic priorities of the department/faculty/school.

2.4.4 The Dean/Director will advise an academic staff member if his/her application for research/study leave is denied and provide the reasons for the denial indicating the accumulated eligibility of the academic staff member as of the date of the denial.

2.4.5 In the event that an application for a research/study leave is not granted due to the academic priorities of the department/faculty/school, the application shall receive prior consideration on the next application. In such circumstances, the academic staff member shall receive a full credit in the case of denial of a full leave and a half credit in the case of a half leave. No more than one (1) credit, or half credit may be received by an academic staff member in respect of an application for leave proposed to be taken during any one (1) academic year.

## 2.5 Obligations Related to the Research/Study Leave

2.5.1 An academic staff member who has taken a research/study leave shall be under an obligation to return to the University for a period of time equal to his/her research/study leave. The President may waive the obligation to return. In cases where the obligation to return is waived, the academic staff member may be required to reimburse the University for the remuneration (including salary and benefits) received from the University while on leave up to the effective date of the accepted resignation. An academic staff member who does not return to the University at the expiration of his/her research/study leave shall be deemed to have voluntarily resigned.

2.5.2 Within two (2) months following the end of the research/study leave, the academic staff member shall submit a written report to the dean/director on the research and scholarly work which was accomplished during the leave. The dean/director will circulate this report to all academic staff in the department and to the Vice-President (Academic) and Provost.

## 2.6 Remuneration During the Research/Study Leave

2.6.1 Except with the permission of the Vice-President (Academic) and Provost, an academic staff member on research/study leave shall not undertake paid assignments or seek out a new appointment.

2.6.2 Unless approved in advance by his/her dean/director, an academic staff members shall not be entitled to remuneration from all sources in excess of 100% of his/her base salary received from the University for full-

time service. Such approval is not required for any amount paid in the form of a research grant or for payment from an external source for round-trip travel costs for the faculty member and dependents.

2.6.3 The University may reduce its normal contribution to research/study leave remuneration if the academic staff member's total remuneration exceeds the amount provided in 2.6.2.

2.6.4 While on research/study leave an academic staff member may apply to have a portion of his/her salary paid in the form of a research grant.

2.6.5 Academic staff members on research/study leave are eligible for loans from the Hogg Trust Fund.

2.6.6 If an academic staff member who has applied for and been granted a research/study leave receives a stipend related to administrative service, that stipend shall cease to be paid during the period of the research/study leave.

## 2.7 Other Conditions for Research Study Leaves

2.7.1 Travel should be recognized as a normal and legitimate part of a research/study leave.

2.7.2 Once a research/study leave has been granted, it is normally expected that the leave will be taken during the time period approved for the leave.

2.7.3 An academic staff member is eligible for promotion and salary increase effective at the normal time of year.

2.7.4 Staff benefits and pension coverage and participation during the research/study leave are subject to the provisions of the benefits/pension plans.

## **Part III Accountability**

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Executive Director of Human Resources is responsible for the communication, administration and interpretation of this Procedure.

3.3 The Vice-President (Academic) and Provost is responsible for decisions on the academic merits of an application for research/study leave.

#### **Part IV Review**

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this Procedure is September 19, 2016
- 4.2 In the interim, this Procedure may be revised or rescinded if:
  - a) the Vice-President (Administration) or the President deems necessary; or
  - b) the relevant Policy is revised or rescinded.

#### **Part V Effect on Previous Statements**

- 5.1 This Procedure 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) Policy 704 Research/Study Leaves (September 23, 1993).

#### **Part VI Cross References**

Policy: Research/Study Leaves for Academic Staff Excluded from Bargaining Units