

 <b>The University of British Columbia Board of Governors</b>	<b>Policy No.:</b>  <b>HR8</b>
<b>Long Title:</b>  Study Leave (Other Than Faculty)	
<b>Short Title:</b>  <b>Study Leave Policy</b>	

## 1. General

1.1 Heads and Directors of Academic Service Departments and of Administrative Service Departments, and the Associate and Assistant Heads or Directors of these Departments, as well as other professional staff as approved from time to time by the President, are eligible to apply for a study leave program. The prescribed conditions are as follows:

1.1.1 Eligibility - After four years (4) continuous service.

1.1.2 Entitlement - Three (3) plus the number of years of full-time service equals the number of months of partially paid study leave to a maximum of one year.

## 2. Study Leave Salary

2.1 Fifty percent (50%) of basic salary together with the University's full contribution to fringe benefits, provided the individual continues his/her own contributions. Where the basic salary and contributions are paid in whole or in part from non-University funds (e.g., grants), the University can guarantee only that proportion of study leave salary and contributions to pension and other benefits which derive from University general revenues. It is the responsibility of the individual to determine whether the non-University fund may be charged for the proportionate share of study leave salary, and contributions to pension and other benefits during the period of leave. If so, the individual shall present to the University certification attesting to this. Neither the University nor the outside fund agency is obligated, however, to continue the full fifty percent (50%) of salary if the individual's total remuneration from salary, fellowships, grants (excluding research and travelling expenses) exceeds one-hundred percent (100%) of full salary.

## 3. Study Leave Program

3.1 Study leave permits the member of staff to pursue study of direct benefit to the job, as approved by the University.

3.1.1 It is assumed that, on expiration of leave, the individual will return to his/her duties at this University.

- 3.1.2 Study leave with partial salary will not be given for the purpose of meeting basic qualifications. Leave for this purpose may be granted without salary, although in this case the University will make its normal contributions to his/her pension and fringe benefits, subject to the individual's contributing his/her share.

#### **4. Authorization of Study Leave**

- 4.1 The application form for leave, with the Head or Director's signature, should be submitted to the appropriate Vice-President and/or Deputy Vice-Chancellor as early as possible, preferably one year in advance. The Vice-President and/or the Deputy Vice-Chancellor will review the application and submit his recommendation to the President.

#### **5. Budgetary Arrangements**

- 5.1 The department from which the staff member is proceeding on approved study leave will not be provided with any supplementary funds for his/her replacement. The financial arrangements for a replacement will be limited to the amount of unused salary provided from University general revenues. If the salary of the individual is provided in whole or in part from non-University funds (e.g. grants), then it is the responsibility of the individual to determine whether the unused amount of salary from these funds may be used for payment of a replacement during the period of leave. If so, then the individual must present to the University certification attesting to this.