**Office Arrangements during Extended Absences**

Should you be leaving campus for an extended period (e.g. sabbatical, education leave, long term illness, etc.), during which time you will not be utilizing your office space, it is critical to make arrangements with your Chair/Director/Dean\*, relative to the space and your belongings, in advance of your departure.

In some instances, the space may have to be used in your absence. In such cases, it is necessary to discuss and take precautions to safeguard your property and that of the University.

The following are some of the options available for discussion and implementation:

Faculty member’s personal belongings

1. Personal belongings may be taken off campus to a home or other storage site.
2. Personal belongings may be left in the faculty member’s office, at his/her own risk, with acknowledgement of that risk in writing.
3. Professional, secure, off-site storage may be arranged. The University has an arrangement with Campbell Brothers that will allow for pick-up, storage, and return at reasonable rates. Arrangements as to payment of storage costs can be negotiated with the Chair/Director/Dean\*.

University owned property

1. University property may be left in the office/lab, or stored elsewhere, in the discretion of the Chair/Director/Dean\*, at the University’s risk.
2. If lab work continues, arrangements should be formalized regarding lab supervision.
3. Should the faculty member wish to take University owned equipment off-site, approval of the Chair/Director/Dean\* must be sought and appropriate insurance arrangements made.

**Lab Arrangements during Extended Absences**

Since a faculty member with supervisory responsibilities related to a lab is subject to both internal policy and external legislation (e.g. research protocols, health and safety legislation, etc.), it is imperative that, prior to any extended absence during which they cannot supervise the lab, they discuss matters of lab supervision with the appropriate supervisor and make documented arrangements for such matters.

Should you have any questions, please refer them to the Chair/Director/Dean\* of your Department/School/Faculty.

\*Dean, only in the case of Faculties without Departments or Schools.