

PROFESSIONAL LEAVE

Academic Activity Leave

1. The purpose of Academic Activity Leave is to allow a Member's Workload to consist exclusively of activities defined by the Member's Responsibilities in the area of Academic Activity.

2. Only Members holding a Continuing Appointment with at least 10% Academic Activity Responsibility are eligible for Academic Activity Leave.

2.1 Subject to Clause 7, Members with Academic Activity Responsibility shall accrue eligibility for Academic Activity Leave at the rate of one and one half (1.5) months' leave for each full year of continuous service from date of appointment if applying for a first Academic Activity Leave, or from date of completion of the last Academic Activity Leave, to a maximum of nine (9) months.

2.2 An eligible Member may apply for his or her first Academic Activity Leave after three (3) years of continuous service from his or her date of first appointment to The University of Western Ontario as a Librarian or Archivist. Members with accrued eligibility are entitled to apply for subsequent Academic Activity Leaves in accordance with Clause 5 below.

2.3 Subject to the provisions of Clauses 2, 2.1, and 2.2 of this Article, a Probationary Member who is being considered for Continuing Appointment is eligible to apply for Academic Activity Leave to begin after Continuing Appointment is achieved.

Study Leave

3. The purpose of a Study Leave is to allow a Member's Workload to consist exclusively of activities which permit the Member's professional development through independent study.

4. Only Members holding a Probationary or Continuing Appointment are eligible for Study Leave.

4.1 Members shall accrue eligibility for Study Leave at the rate of two (2) weeks of leave for each full year of continuous service from date of appointment if applying for a first Study Leave, or from date of completion of the last Study Leave, to a maximum of eight (8) weeks.

4.2 An eligible Member may apply for his or her first Study Leave after three (3) years of continuous service from his or her date of first appointment to The University of Western Ontario as a Librarian or Archivist. Members with accrued eligibility are entitled to apply for subsequent Study Leaves in accordance with Clause 5 below.

General

5. With the exception of Compassionate Leave, Court Leave, Pregnancy and/or Parental/Adoption Leave and Sick Leave, at least twelve (12) months of continuous service shall elapse between any two (2) successive Leave periods, and a Member shall not be on Leave for more than twenty-four (24) months in any seven (7) year period. These restrictions may be modified in individual cases by the Provost, on recommendation from the University Librarian or Dean, at the request of the Member. Approval of any such request shall not be arbitrarily withheld.

5.1 A Member may accrue eligibility for both Academic Activity Leave and Study Leave simultaneously and may take such leaves in combination in which case they shall be counted as a single Professional Leave for the purpose of Clause 5.

6. The period of service accumulating towards eligibility to apply for a Professional Leave may be interrupted by other Leaves allowed under this Agreement. With the exception of Compassionate Leave, Court Leave, Pregnancy and/or Parental/Adoption Leave and Sick Leave, if the total period of Leave exceeds three (3) months in any one (1) calendar year, none of the Leave period shall count towards the time accumulating towards eligibility to apply for a Professional Leave.

6.1 The period of service accumulating towards eligibility to apply for a Professional Leave shall include periods of Compassionate Leave, Court Leave, Pregnancy and/or Parental/Adoption Leave and Sick Leave.

7. Any agreement made between the Employer and a Member under the provisions of the Articles *Alternative Workload* and *Reduced Responsibility* shall contain explicit provisions defining the method by which Professional Leave eligibility will be calculated during the period of the Alternative Workload or Reduced Responsibility agreement.

8. Members who have been appointed directly from a position as a Librarian or Archivist at another University may be granted a maximum of two (2) years' credit for service. Subject to this maximum, the service shall normally count at the rate of one (1) year Professional Leave credit for each two (2) years of service. The extent to which service will count towards eligibility to apply for a Professional Leave must be agreed upon at the time of the Member's Appointment and must be stated in the Member's Letter of Appointment.

9. All Professional Leaves shall be at 80% of salary. Benefits shall be maintained based on the Member's nominal salary.

10. A Member on Professional Leave shall undertake a full-time commitment to Academic Activity (in the case of Academic Activity Leave) or Study (in the case of Study Leave), and shall not accept paid employment that conflicts with this commitment. Total employment income during the Professional Leave shall not exceed 125% of normal salary without the prior approval of the Provost.

11. A Member applying for a Professional Leave shall provide the following to the University Librarian or Dean or designate:

- a) an up-to-date *curriculum vitae*;
- b) a detailed and clear plan for the Leave, including a description of the nature and location of the activities to be undertaken during the Leave, along with a description of the expected outcomes, and a copy of all invitations if the Member intends to spend all or part of the Leave at one or more locations other than the Member's normal, assigned workplace;
- c) if applicable, a copy of the report submitted after the previous Professional Leave;
- d) the requested start and end date, and a description of all leaves taken (including dates of departure and return) in the previous seven (7) years;
- e) a copy of the Member's Letter of Appointment, if this letter deals with Professional Leave credit referred to in Clause 8 above;
- f) a statement of any external financial support to be sought for this leave;
- g) other documents, if any, demonstrating the Member's progress or accomplishments in the Member's Responsibilities as defined in the Article *Responsibilities of Members*, during the previous six (6) years; and
- h) any evidence of progress or accomplishment in Librarianship or Archival Practice;.

11.1 The Member shall submit these documents to the University Librarian or Dean or designate:

- a) by July 1 of each year for a Professional Leave to commence in the following calendar year; or
- b) by January 1 of each year for a Professional Leave to commence in the July 1 to December 31 period of that calendar year. Such applications shall be subject to availability following consideration of applications made under (a) above, as well as the restrictions of Clauses 12.3 and 12.4 below.

12. The Member's application shall be evaluated by the University Librarian or Dean or designate using the following criteria:

- a) the application is complete and accurate;

b) the Member meets the eligibility criteria:

(i) for Academic Activity Leave, as set out in Clauses 2, 2.1, 2.2, 2.3, 5, 5.1, 6, 6.1, 7 and 8 of this Article; and

(ii) for Study Leave, as set out in Clauses 4, 4.1, 4.2, 5, 5.1, 6, 6.1, 7 and 8 of this Article;

c) the Member has a satisfactory record of accomplishment in Responsibilities, as defined in the Article *Responsibilities of Members*, during the previous six (6) years. The evaluation of the Member's record of accomplishment shall include:

(i) the written Annual Reports and Annual Review Reports of the preceding years; and

(ii) any other evidence of progress or accomplishment in Academic Activity that is submitted by the Member;

d) the proposed activities and the expected outcomes are viable and credible, and consistent with the purpose of the type of Professional Leave applied for;

e) the report on the previous Professional Leave, if any, provides evidence that the applicant's ability to contribute to his or her role will be enhanced by a Professional Leave;

f) the Member is able to comply with the provisions of Clause 17 of this Article; and

g) considerations following from the restrictions in Clauses 12.3 and 12.4 below, including, but not limited to, consequences to the Member that may arise from deferral, shortened period, alternate period or refusal of the Leave.

12.1 If the University Librarian or Dean or designate finds in the initial consideration of the application for a Professional Leave that the application may not meet the criteria listed in Clause 12 above or cannot otherwise be granted under Clause 12.3 or 12.4 below, she or he shall send a letter to the applicant asking for more information and/or suggesting an alternate or shortened period of leave or deferral of the leave. If, after receiving the Member's response (or no response is forthcoming within two (2) weeks of the request), the University Librarian or Dean or designate still finds that the application may not meet the criteria listed in Clause 12 above or cannot otherwise be granted under Clause 12.3 or 12.4 below, the University Librarian or Dean or designate shall provide the applicant with a letter describing the manner in which, in the University Librarian or Dean or designate's view, the criteria have not been met. This letter shall contain an invitation to the applicant to meet with the University Librarian or Dean or designate. At such a meeting, the Member may be accompanied by a representative of the Association. The meeting with the applicant will take place before the Employer

makes his or her decision, unless the applicant declines the invitation, or fails to meet with the University Librarian or Dean or designate within two (2) weeks of the letter being sent.

12.2 The University Librarian or Dean or designate shall within thirty (30) days after the application deadlines in Clause 11.1 above recommend that the Employer approve or deny the application. Such approval shall not be arbitrarily withheld and any decision not to approve shall be accompanied by written reasons.

12.3 To ensure operational requirements are met, in any Unit of five (5) Members or fewer, no more than one (1) Member may be on a Professional Leave at any one time.

12.4 The Employer shall approve Professional Leave applications which meet the criteria in Clause 12 above to a maximum of two (2) full-time equivalent positions per year.

13. In the judgment of the University Librarian or Dean, it may be necessary for a Member to postpone or shorten his or her Professional Leave in order to ensure the effective functioning of the Member's Unit. If an approved Professional Leave is so postponed, the period of deferral shall, subject to the eligibility provisions of this Article, count towards eligibility to apply for a subsequent Professional Leave. If an approved Professional Leave is so shortened, the period by which the Leave is shortened shall remain as a period which may be taken in a subsequent Professional Leave.

14. A Member whose application for Professional Leave has been approved may request that a portion of his or her salary while on Professional Leave be paid as a Research Grant (Academic Activity Leave only) and/or as a Removal Expense. Insofar as the request is deemed by the Employer to be in compliance with the Income Tax Act and Canada Revenue Agency (CRA) policy, the Employer shall agree to such a request; however, the Member accepts responsibility for any subsequent adverse judgment by CRA.

15. Upon completion of a Professional Leave, the Member shall, within three (3) months, provide the University Librarian or Dean with a report describing the activities undertaken during the Professional Leave and the actual and anticipated outcomes.

16. Approval of a Professional Leave shall not increase the workload of other Full-Time Members in the Unit.

17. A Member on a Professional Leave shall return to his or her position for a period equal to the length of the Leave. Should a Member not satisfy this condition, he/she will be indebted to the Employer for the sum of monies paid to him/her by the Employer during his/her Leave, unless the Employer waives such obligation.

18. Notwithstanding the provisions of Clauses 2.1, 2.2, 2.3, 4.1 and 4.2 of this Article, all Members who were employed as a Librarian or Archivist on the date of certification shall commence accrual of service for the purposes of eligibility under this Article, commencing on the date of certification.