



THE UNIVERSITY OF WESTERN ONTARIO

LIBRARIANS AND ARCHIVISTS
PROFESSIONAL LEAVE APPLICATION AND APPROVAL FORM

Deadline for filing applications:

- 1. By July 1 for Leaves to be taken in the January to June period of the next calendar year; or
2. By January 1 for Leaves to be taken in the July to December period of the same calendar year.
(PLEASE TYPE OR PRINT)

Applicant Information

Surname: First Name and Initial:
Hire Date: UWO ID number:
Unit/Department: Faculty:
Department Code: Job status: RF
Appointment Type: Probationary Continuing Appointment
Academic Activity Responsibility: %

Leave Information

Leave Type: Academic Activity (max 6 months) Study Leave (max 8 weeks) Both Leaves
* Only Members holding a Continuing Appointment with at least 10% Academic Activity Responsibility are eligible for Academic Activity Leave.
** Only Members holding a Probationary or Continuing Appointment are eligible for Study Leave.
*** 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.

Date Academic Activity Leave is to Commence: Date of Return from Leave:
Date Study Leave is to Commence: Date of Return from Leave:

I have attached the information required as specified in the Application Checklist and certify that the information is true and accurate to the best of my knowledge.

Signature of the Applicant:
Date:

Please provide the following information if your proposed leave will involve more than 6 months continuous absence from the Province of Ontario. *

Dates: Location where leave will be spent:

*This information is required so that the University can arrange WSIB coverage on your behalf.

Dean/University Librarian Approval:

Employer Approval:

Provost & Vice President Academic

Date:

Date:

Distribution:

Dean and/or University Librarian
Payroll/Records (original)
Member: through University Librarian's or Dean's Office

MEMBER'S APPLICATION CHECKLIST

In accordance with Clause 11 of the Article *Professional Leaves*, a Member applying for a Professional Leave shall provide the following to the University Librarian or Dean or designate:

- An up-to-date *curriculum vitae*;

- 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;

- If applicable, a copy of the report submitted after the previous Professional Leave;

- 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;

- A copy of the Member's Letter of Appointment, if this letter deals with Professional Leave credit referred to in Clause 8 of the Article *Professional Leaves*;

- A statement of any external financial support to be sought for this leave;

- 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

- Any evidence of progress or accomplishment in Librarianship or Archival Practice.