

## MEMORANDUM

To: Deans

From: Karen Campbell, Vice-Provost (Academic Planning, Policy & Faculty)

Date: March 20, 2020

Re: **COVID-related delays to Approved Sabbatical Leaves 2020**

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As you know, under normal circumstances, faculty members who choose to delay their approved sabbatical do not accrue eligibility for future sabbaticals during the delay period if they have already accrued maximum eligibility. Eligibility for future sabbaticals normally begins to accrue at the time of return from the currently scheduled/approved sabbatical. There is provision in the collective agreement for situations where delay of an approved sabbatical is incurred because a Member has been asked to delay for operational reasons.

We are in an extraordinary situation at the moment and have begun to receive enquiries regarding circumstances where a Faculty Member's scheduled sabbatical leave needs to be delayed due to barriers related to COVID-19 (e.g. canceled arrangements at host institution, travel issues).

If you are approached by a faculty member who is requesting deferral of an already-approved sabbatical that is currently scheduled to begin July 1 2020, the following process will apply. The Dean, in consultation with the department or school (if applicable) may delay sabbatical leave up to one year and the Member shall be eligible to apply for a subsequent sabbatical leave to begin up to one year earlier than the normal eligibility requirements. This process will be similar to that which is outlined in clause 14 of *Sabbatical Leave* in the 2018-2022 Faculty Collective Agreement.

Each case should be assessed on its own set of facts and the operational needs of the unit taken into account. Members' requests and Deans' recommendations will be subject to Provost approval and the Member will be re-assigned workload during the period of delay.

Please do not hesitate to contact me directly if you wish advice on a specific scenario.

M. Karen Campbell, PhD  
Vice-Provost (Academic Planning, Policy & Faculty)