



SABBATICAL LEAVE DELAY FORM

Request for COVID-19 related unavoidable delay to an
approved Sabbatical Leave scheduled to begin July 1, 2021 or
January 1, 2022NAME: DEPARTMENT: DEPT ID: FACULTY: ORIGINAL START DATE: LENGTH OF APPROVED SABBATICAL: LENGTH OF DELAY REQUESTED: Describe the impact of COVID-19 on the plan and why a change is required:
(to be completed by the faculty member)Please describe the re-assigned teaching workload during the period of delay. Please also provide a comparison to the Normal Workload of the Academic Unit and the usual workload of this faculty member:
(to be completed by the Unit head)

A separate letter may be attached, but explicit answers to the above questions must be provided.

Reminder: The **first** request related to COVID-19 for sabbatical deferral shall not be unreasonably refused, and the faculty member shall be eligible to apply for a subsequent Sabbatical Leave to begin up to one year earlier. Should Faculty request a **second** deferral request related to COVID-19, the deferral will be subject to Dean & Vice Provost approval, Faculty shall only begin subsequent Sabbatical leave up to one year earlier, per the Collective Agreement.

Signature of Applicant: _____

Date:

Signature of Dean or Designate: _____

Date:

Signature of Provost or Vice-Provost (APP&F): _____

Date: _____