

LEAVE OF ABSENCE

1. With the exception of Compassionate Leave, Court Leave, Pregnancy and Parental/ Adoption Leave and Sick Leave, at least two years of full-time continuous service shall elapse between any two successive Leave periods, and a Member shall not be on Leave for more than twenty-four months in any seven-year period. These restrictions may be modified in individual cases by the Provost, on recommendation from the Dean, at the request of the Member. Approval of any such request shall not be arbitrarily withheld.
2. All Full-Time Members are eligible to apply for a Leave of Absence. Such a Leave may be granted where the Employer determines that the Leave will not interfere with the ability of the Member's Department(s) or School(s) or Faculty(ies) to meet its (their) operational requirements.
3. A Leave of Absence shall not normally exceed one year. This restriction may be modified in individual cases by the Provost, on recommendation from the Dean, at the request of the Member. Approval of any such request shall not be arbitrarily withheld.
4. No salary shall be received during an approved Leave of Absence.
5. The Member may elect to pay the cost of benefits and pension contributions during the period of the Leave of Absence. During a Leave of Absence the Employer will not contribute towards the costs of benefits, including pension.
6. Sabbatical Leave credit shall be earned during a Leave of Absence, subject to the provisions of the Article *Sabbatical Leave*.
7. Any application for a Leave of Absence shall be made by the Member to the Dean of the Member's Home Unit. The application shall describe in detail the purpose and duration of the Leave. A Member shall apply in writing at least six months before the proposed Leave is to take effect. In the case of unforeseen circumstances, however, a Member shall be permitted to apply for such a Leave less than six months before it would begin, and this application shall be given consideration.
8. Where a Member's Appointment is in a Department or School, the Dean shall consult with the Department Chair or the School Director. The Employer shall then approve or deny the application. Such approval shall not be arbitrarily withheld and any decision not to approve the application shall be accompanied by written reasons. The written reasons shall be accompanied by a statement that the Member has the right to receive assistance and representation from the Association.
9. Members on Leave of Absence are not eligible for consideration for Promotion and/or Tenure during the Academic Year in which they are taking the Leave. This restriction may be modified in individual cases by the Provost, on recommendation from the Dean, at the request of the Member. Approval of any

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- 9.1 In the case of a Member on a Probationary Appointment, the Promotion and/or Tenure decision shall be postponed for one (1) year where the Member has taken a Leave of Absence of at least twenty-four (24) weeks. The letter from the Employer approving the Leave of Absence shall advise of the postponement and state that the Member may elect early consideration in accordance with Clause 15.7.1 of the Article *Promotion and Tenure*.
- 9.2 Any record of activity in Teaching, Research, or Service during the Leave period may be included when a Member is considered for Promotion and/or Tenure.
10. If a Leave of Absence for one year or more is denied, any grievance of the failure to grant the Leave shall begin at Step 2.