

## Article 46: Study Leave for Bargaining Unit Members

### General

- 46.1 The purpose of Study Leave is to provide Members with an extended period of time to engage in scholarship or complete a project or course of study that will enhance and increase their knowledge and expertise so as to enhance their professional abilities.
- 46.2 Study leave is a privilege that is granted in accordance with the terms of this Article.
- 46.3 Study leave should be to the mutual benefit of both the individual Member who broadens their scholarly experience and the University, which benefits through the enhanced quality of the Member's contributions following a study leave.
- 46.4 Study leave is available to eligible Members who:
- 46.4.1 have had satisfactory performance reviews for the two years preceding the date of application;
  - 46.4.2 have submitted a study leave proposal which appears likely to enhance their performance of their duties in the future;
  - 46.4.3 are able to demonstrate that their previous study leave contributed to their performance as scholars and teachers (if applicable).

### Eligibility

- 46.5 A Member accumulates an eligible "year of service" when they have completed their assigned workload over three consecutive semesters. For tenure-track faculty, this would normally include two teaching semesters and one research semester.
- 46.6 Years of eligibility will be counted from the date of appointment, or the date of return from the previous study leave.
- 46.7 Continuing Members are eligible to apply for study leave when they will have accumulated the required years of service prior to commencement of the leave. Unused years of service may be carried forward, but the total number of years banked at the beginning of the Study Leave may not exceed 2 (in the case of Options A, B, C, or D) or 5 in the case of Option E.
- 46.8 Faculty members in tenure track positions may apply for study leave during the tenure application process, and approval of the leave will be conditional on the faculty member being granted tenure prior to the start of the leave.
- 46.9 Continuing Teaching Faculty, Practitioner Faculty, Librarians, and Archivists are eligible for their first study leave after six years of service.
- 46.10 A Member who has a term appointment is not eligible for study leave.
- 46.11 Credit for up to three years' service in limited term positions at Simon Fraser University may be used towards the first study leave. Requests for recognition of such credit must be submitted to the Dean for approval prior to applying for a study leave.
- 46.12 Time spent on maternity or parental leave will count towards years of service and eligibility for study leave.
- 46.13 Members with modified appointments (50% or greater) will be eligible for study leave. Salary while on study leave will be the Member's nominal salary pro-rated by the percentage of full-time worked during the accrual period.
- 46.14 Credit for up to two years' service at other institutions may be used towards the first study leave at Simon Fraser University. Requests for recognition of such credit must be submitted to the Dean for approval prior to applying for a study leave.

### Study Leave Options

- 46.15 Members may elect one of the following options for their proposed study leave when making written application in advance:
- Option A three consecutive semesters of leave at 80% salary after six years of service
  - Option B two consecutive semesters of leave at 90% salary after six years of service
  - Option C one semester of leave at 100% salary after six years of service
- 46.16 The following options are available to tenure-track faculty and librarians/archivists:
- Option D two semesters of leave at 80% salary after four years of service
  - Option E one semester of leave at 90% salary after three years of service
- 46.17 The first study leave after the granting of tenure or a continuing appointment will be at 100% regardless of the option selected. This provision does not apply to those taking their first study leave when they have already been promoted to the rank of Professor, to faculty members appointed with tenure, or to Librarians/Archivists appointed at Librarian 3 or higher.
- 46.18 Study leave may be preceded by a research semester or non-teaching semesters for a total of four semesters. Three full semesters must elapse between the end of one study leave and the beginning of the next study leave during which time Members are required to teach two semesters. Option A or Option B study leave may be preceded by a research semester or non-teaching semesters for a total of four semesters. For Research Faculty, a study leave will normally be followed by two teaching semesters. The Chair may consider exceptions when necessary to meet Departmental needs.
- 46.19 Study leaves will not affect the number of research or non-teaching semesters accrued.

### Member Responsibilities

- 46.20 During the period of study leave, the Member will remain employed by, and accountable to, the University. The University may, upon application by the faculty member to the President's Research Grant Committee, award a University-funded Study Leave Research Grant (R 10.03) provided the total for salary and research grant does not exceed the reduced salary granted under the selected option.
- 46.21 Additional outside earnings in the form of research awards, scholarships or stipends, which do not prescribe or imply employment with or services for the granting institution, may be accepted, providing that the faculty member gives advance written notice of such awards to the Department Chair.
- 46.22 Remunerative employment (e.g. a part-time teaching or research appointment related to the purpose of the leave, and not compromising the primary objective of study leave which is to free a Member so that they may concentrate on scholarly pursuits) may be accepted subject to these restrictions. In situations where total income from the University and the remunerative employment do not exceed 100% of normal salary, the Member will be required to disclose full details of the arrangement to the Chair. Remunerative employment that results in a total income of more than 100% of normal salary but not more than 150% of normal salary may be accepted subject to approval of the Dean (upon full disclosure of the details of the arrangement). Remunerative

employment that results in a total income in excess of 150% of normal salary may not be accepted; in such instances, Members may apply for a leave of absence without pay (see Article 47: Leaves of Absence).

- 46.23 Members are expected to undertake at least 12 further months of employment at Simon Fraser University subsequent to a period of study leave. In making an application for study leave, each Member will enter into an agreement undertaking to return to the service of the University for these 12 months after completion of leave. If the Member fails to return and fulfill this obligation, they will be required to refund all or part of the salary received from the University during the period of leave.
- 46.24 After returning from study leave, a Member will provide their Chair with a report of activities and achievements during the period of leave as part of the documentation for their next biennial salary or annual performance review.

### University Responsibilities

- 46.25 The University will continue its full contribution to all benefit plans during the period of a Member's study leave. Group life insurance, long term disability and pension contributions will be based on the Member's nominal rather than reduced salary.
- 46.26 Time spent on study leave will not affect the consideration of a Member for promotion or regular salary review.

### Start of Study Leave

- 46.27 Study leaves for Faculty must commence at the start of a semester.

### Method of Application

#### General

- 46.28 Written application for study leave must be made October 1st, February 1st and June 1st to the Department Chair for leaves commencing the following September, January and May respectively. Applications may be considered earlier where there are special reasons for doing so.
- 46.29 The application will include all of the following:
- 46.29.1 The proposed starting date and the option chosen
  - 46.29.2 A statement of the scholarly or creative purposes of the proposed leave and its potential benefit to the Member and to the University
  - 46.29.3 A clear plan of the activities contemplated and anticipated scholarly outcomes
  - 46.29.xx A copy of the report prepared under Article 46.24 describing the activities and achievements during the previous study leave
  - 46.29.4 The location of the proposed project or projects
  - 46.29.5 A plan to manage graduate student supervision during the leave
  - 46.29.6 Details of remunerative employment to be undertaken during the leave
  - 46.29.7 Any other information the Member wishes to provide
- 46.30 The Department Chair will consider the application and make a recommendation to the Dean. The Chair, in deciding whether or not to recommend a study leave application, must ensure that the department's teaching and other responsibilities can be maintained.
- 46.31 Study leave applications will be evaluated on their merits. Administrative needs may require delay or deferral of a leave but will not be grounds for denial of an otherwise acceptable proposal. Where the needs of the unit necessitate a delay or deferral, such

delay or deferral will not normally exceed 12 months, and in no case will exceed 24 months. Any delay or deferral under this section will be added to the allowable carryforward of two years.

**Procedure for Approval**

- 46.32 The Chair will forward the application with their recommendation to the Dean, and will send a copy of their recommendation to the Member. The Member may submit their comments directly to the Dean.
- 46.33 The Dean will review the application and make a recommendation to the Vice-President, Academic. The Dean will send a copy of their recommendation to the Member. The Member may submit their comments directly to the Vice-President, Academic.
- 46.34 The Vice-President, Academic will be responsible for deciding whether or not an application is approved, and will advise the applicant accordingly.
- 46.35 Once a study leave application has been approved by the Vice-President, Academic, the Dean may approve requests for changes of dates of up to one year, and requests for change in option.
- 46.36 The Member may choose to defer part of salary prior to the study leave in order to spread the impact of the salary reduction. When the Member chooses this option, the salary reduction will commence following the approval of the study leave.
- 46.37 Salary deferral arrangements must be completed by the end of the leave. Salary deferral is only available for leaves lasting more than six months.
- 46.38 For Members with Library appointments, substitute Vice-President, Research for Vice-President, Academic in this article. For Members with Archives appointments, substitute University Secretary.

This article is agreed to by the parties on this ____ day of _____, 2020.	
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Jennifer Perry, for SFU	David Broun, for SFUFA