

Sabbatical/Educational/Special Leave (see second tab for **notes)

Banner ID:	Position #:
Name:	
Faculty:	Dept:
Leave Requested (Sabbatical, Educational or Special):	
Start and end dates of LAST leave:	
Start and end dates of REQUESTED leave:	

Eligibility: <i>** (see note 1)</i>	Y	N
6 Months	<input type="checkbox"/>	<input type="checkbox"/>
1 Year	<input type="checkbox"/>	<input type="checkbox"/>
Request for: <i>** (see note 2)</i>	Y	N
6 Months	<input type="checkbox"/>	<input type="checkbox"/>
1 Year	<input type="checkbox"/>	<input type="checkbox"/>
Service Carry Forward (enter the number of years of service the member will retain toward their next sabbatical - see Clauses 30.17(f) and 30.20)		

Salary During Sabbatical/Special/Educational Leave		
Base salary % - either 85% or 100% in accordance with 30.17(d), (e) or (f) or 30.32(c) for Instructors		%
Add 2.5% for every 6 months of postponement (only by Dean's request - see Clause 30.20/30.32(h))		%
Did the Member work at less than 100% FTE (including Reduced Workload Arrangments) at any time during the qualifying years?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to above, leave salary will be calculated in accordance with 30.17(h)		
Total salary % for the period of the requested leave		%

Application from Member contains: <i>** (see note 3)</i>	Y	N
Letter of application from faculty member, including:	<input type="checkbox"/>	<input type="checkbox"/>
1) Academic plan for the proposed leave, and how it benefits the Member and the University.	<input type="checkbox"/>	<input type="checkbox"/>
2) Confirmation that the applicant's grad students have been notified of this planned absence.	<input type="checkbox"/>	<input type="checkbox"/>
3) A summary of the stage of progress of each graduate student.	<input type="checkbox"/>	<input type="checkbox"/>
4) A plan to ensure adequate supervision of each graduate student during the leave.	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the report from the previous Sabbatical Leave (for Sabbatical Leave requests only).	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Faculty Member's CV and last Annual Activity Report.	<input type="checkbox"/>	<input type="checkbox"/>

Letter of recommendation from Department Chair to the Dean must include:		
An evaluation of how the academic plan benefits the Member and the University.		<input type="checkbox"/>
A plan to ensure that the applicant's courses are covered to enable student graduation.		<input type="checkbox"/>
Review and approval of steps taken to supervise graduate students (if applicable).		<input type="checkbox"/>

Letter of recommendation from Dean to President must include:		
Confirmation that the academic plan benefits the Member and the University.		<input type="checkbox"/>
Confirmation of course availability to enable students to graduate.		<input type="checkbox"/>
Confirmation that adequate graduate student supervision is in place (where applicable).		<input type="checkbox"/>

Dean's Signature (below)	Provost & VP Academic Signature
_____	_____

SABBATICAL/SPECIAL LEAVE

Sabbatical - for Members of the Professoriate, and University Teaching Fellows

Special - for Counsellor and Librarian Members

****Note 1 (Clause 30.16 – Periods of Sabbatical Leave)**

Sabbatical leave, when granted may be for the following periods, provided that it does not begin or end in the middle of a normal teaching term for the Member:

- (a) for a full year, from 1 July to the following 30 June;
- (b) for a half year which may be from 1 January to 30 June or from 1 July to 31 Dec
- (c) for a full year from 1 January to the following 31 December.

****Note 2 (Clause 30.17 – Service requirement for Sabbatical/Special Leave)**

(d) ...after a total of six years of service a Member may have leave for one full year at 85% salary, or a six month leave at 100% salary.
or after four years of actual service by other Members, a six month leave at 85% salary.
Member may choose a six month leave at 85% salary, and after the use of this option, the Member shall retain three accumulated years of service towards sabbatical leave.

****Note 3 (Clause 30.15 – Conditions of Sabbatical/Special Leave)**

The Board agrees to grant sabbatical leave to a Faculty Member on the following conditions:

- (a) that the leave is expected to benefit the Member and the University, following the Member's return, through future teaching, research, scholarly, artistic, and/or professional work...and is not merely to recognize previous service
- (b) that before commencement of leave, the Member will submit to the Dean or Vice President concerned a statement outlining the programme to be followed during the leave...
- (c) that upon return to the University following sabbatical leave, the Member will submit a report to the Dean or Vice President concerned regarding the programme of research, scholarly, artistic and/or professional work...pursued during leave
- (d) that the Member has completed service at Dalhousie University in accordance with Clause 30.17.

****Note 4 - Sabbatical Salary)**

In the case of those Members who hold or who have held part-time appointments, the fraction of full-time duties which shall be relevant in determining sabbatical salary (subject to the other provisions of this Clause 30.17) shall be the average of such fractions over the qualifying years.

the next 2 years, and 100% during the last year. The average of these fractions is 70.83%. If the sabbatical leave salary would normally be 85%, the actual sabbatical leave salary in this example would be 70.83% of 85% (i.e., 60.21% of their normal 100% salary rate).

EDUCATIONAL LEAVE

for Instructor and Senior Instructor Members

****Note 1 (Clause 30.32(c) – Periods of Educational Leave)**

When educational leave is granted to instructor Members, it may be:

- (i) for a full year, from 1 July to the following 30 June;
- (ii) for a full year from 1 January to the following 31 December, provided satisfactory arrangements can be made to maintain essential responsibilities within the Member's academic unit;
- (iii) for a half year which may be from 1 January to 30 June or from 1 July to 31 December at regular salary.

****Note 2 (Clause 30.32(a) – Service requirement for Educational Leave)**

(a) ...In order to be eligible for the granting of educational leave, a Member must have been classified as a Senior Instructor and also shall have completed six (6) years of service at Dalhousie (excluding years in limited term appointments)

****Note 3 (Clause 30.32 – Conditions of Educational Leave)**

The Board agrees to grant sabbatical leave to a Faculty Member on the following conditions:

- (a) to pursue academic studies that complement the Member's work at Dalhousie University and which will also benefit their Department
- (b) the Member shall submit to the Dean, eight months prior to the date the requested leave is to commence, a statement specifying the leave project
- (f) the instructor Member must agree to return to duties at Dalhousie University for a period equal to the period of such leave(s) or reimburse the Board for the full amount of the financial assistance received from the Board during the leave(s)

****Note 4 - Sabbatical Salary)**

In the case of those Members who hold or who have held part-time appointments, the fraction of full-time duties which shall be relevant in determining salary during educational leave shall be the average of such fractions over the qualifying years.

during the next 2 years, and 100% during the last year. The average of these fractions is 70.83%. If the leave salary would normally be 85%, the actual leave salary in this example would be 70.83% of 85% (i.e., 60.21% of their normal 100% salary rate).