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| G:\FR\Faculty Relations\FR Secretary\07 UBC Branding\Logos\Print and Publishing Files\1_2016_UBCStandard_signature\B_Black\1_2016_UBCStandard_Signature_BlackRGB300.jpg | UNIVERSITY OF BRITISH COLUMBIA - FACULTY RELATIONS | |
| Vancouver Campus Phone: (604) 827-1010  email: [fr@exchange.ubc.ca](mailto:fr@exchange.ubc.ca) | Okanagan Campus Phone: (250) 807-9819  email: [alana.jordan@ubc.ca](mailto:alana.jordan@ubc.ca) |
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# APPLICATION FOR STUDY LEAVE

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| **EMPLOYEE INFORMATION** | | |
| Name: |  | |
| Department(s): |  | |
| Faculty(ies): |  | |
| Date last study leave completed | | Month Year |
| Date last non-study leave completed | | Month Year       Leave Type: |
| Present rank | | Since: Month Year  Rank is with tenure? Yes  No |
| Years continuous full-time service | | (a) In present rank  (b) In total in tenure stream ranks |

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| **PERIOD OF LEAVE REQUESTED** | | | | |
| (i) 12 months commencing: | July 1 | September 1 | | or January 1 |
| (ii) 12 months in two six-month periods  *Note 2nd portion of leave must commence no later than two years from return date for the 1st portion (a)* | | | | |
| (a) first six-month period from January 1 or July 1 | | | | |
| (b) second six-month period from January 1 or July 1 | | | | |
| (iii) 8 months commencing | January 1 | | May 1 | |
| (iv) 6 months commencing | January 1 | | July 1 | |

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| **WHERE THE STUDY LEAVE WILL BE TAKEN** |
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| **PURPOSE OF THE STUDY LEAVE** |
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| **FELLOWSHIPS, TRAVEL GRANTS, GRANTS-IN-AID RECEIVED OR FOR WHICH**  **APPLICATION HAS BEEN MADE, AND OTHER OUTSIDE SUPPORT** |
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| **I HAVE MADE THE FOLLOWING ARRANGEMENTS FOR GRADUATE STUDENTS CURRENTLY UNDER MY SUPERVISION (if applicable)** |
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| **I HAVE MADE THE FOLLOWING ARRANGEMENTS FOR MY RESEARCH OR EDUCATIONAL LEADERSHIP ACTIVITIES (if applicable)** |
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| **APPROVAL & STATEMENT BY THE HEAD** | | | |
| Head’s Signature: |  | Date: |  |
| Joint Head Signature: |  | Date: |  |
| Arrangements for carrying on the duties of the applicant (e.g. teaching, supervision of graduate students, service or administrative duties) | | | |
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| Financial arrangements during proposed leave | | | |
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| Salary percentage during leave | | | |
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| Fringe Benefits (other than stipulated by the Collective Agreement) | | | |
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| Special Arrangements (if applicable) | | | |
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| Additional Comments by Head(s) | | | |
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| **APPROVAL BY THE DEAN** | | | |
| Dean’s Signature: |  | Date: |  |
| Joint Dean Signature |  | Date: |  |
| Comment by Dean | | | |
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| **STATEMENT BY APPLICANT** | | | |
| a) according to the Leave of Absence Agreement, “the primary purpose of granting leave of absence to members of faculty is to enable them to enhance their quality as scholars and as teachers, thereby assisting the University to achieve greater excellence in its basic areas of responsibility - effective teaching and the advancement of learning”;  b) if the study leave is granted, I agree to return to my duties at the University for a period of at least one year upon the expiration of the leave; and that should I not return I agree to reimburse the University for salary and benefits paid to me during the leave.  c) If I am outside the province of B.C. for six months or more during a calendar year, I must contact Health Insurance BC to confirm continued Medical Services Plan (MSP) eligibility during the temporary absence. If I am ineligible for continued coverage, I must inform my UBC Payroll Benefits Representative in order to ensure my coverage and premium deductions cease during the absence. Upon return to British Columbia, it is my responsibility to re-enroll for coverage and satisfy any waiting period that may apply.  d) once the study leave has been granted it cannot normally be cancelled without sufficient notice. I understand I must inform my Department Head by the January 15 immediately preceding the year in which the leave is to be taken, or within three weeks from the date I am notified that my leave has been approved, whichever is later. I understand that the portion of my salary unavailable to me under the approved leave arrangements may by that time be already committed elsewhere;  e) the leave I am granted is subject to the provisions of the document on Leave of Absence agreed to by the University and the Faculty Association in the Collective Agreement;  f) should I receive a fellowship, grant or other outside support, the University may reduce its contribution until the total remuneration received is 100% of normal full salary;  g) I may not accept employment, including teaching at another institution, either full-time or part-time, during the period of study leave without the express consent of the Dean;  h) if there are substantial modifications to my study leave plan I am required to inform my Head or Dean; and  i) at the end of my leave, I am required to report in writing to my Head, Director or Dean on my activities and progress during my study leave unless the Head, Director or Dean consents to some other form of report. A copy of this report shall be attached to any future application for study leave.  A copy of an up-dated Curriculum Vitae and Publications Record shall accompany all applications for study leave. | | | |
| Signature of Applicant |  | Date |  |