**SPPH Study Leave Request Guide**

**Approved at the full Faculty meeting on December 15, 2023**

The UBC Collective Agreement provides important information on requesting leave for research and study. It outlines eligibility, duration, and payment details. A Faculty member request a study leave request by filling out the Study Leave Application Form (<https://hr.ubc.ca/benefits/benefit-plan-details/vacation-leaves/study-leave>). The form is submitted to the SPPH Director before it is submitted to the Dean for approval.

The submission timetable for these requests was established to give the School time to evaluate the resources required to accommodate Faculty members research and study leave needs and ensure that the School can deliver its program, such as hiring sessional lecturer, managing transition of administrative responsibilities, and budgeting purposes.

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| **Timetable for requesting a research and study leave within SPPH** |
| January 31  | Faculty report their intent to submit a research and study leave in their Annual Activity Report |
| May 30 | Director of Administration send a reminder to Faculty to submit their requests for a research and study leave |
| July 1 (~1 year before leave assuming the leave starts July the following year)a  | Leave requests are submitted to the Director of SPPH. |
| September 30 | Initial review of leave request to ensure there is sufficient details about the proposed plan for the leave.  |
| October / November | The SPPH Director submits their recommendation for all leaves to the Dean of the Faculty of Medicine to receive approval.  |
| December / Januaryb | Final confirmation from Faculty of Medicine are received |
|  | Once the study leave has been granted it cannot normally be cancelled without sufficient notice. Once a leave is approved, Faculty must inform their Department Head if they wish to cancel their leaves by the January 15 immediately preceding the year in which the leave is to be taken, or within three weeks from the date they are notified that their leave has been approved, whichever is later.  |
| **Timetable for submitting a report within SPPH** |
| Middle of study leave progress report | Submit a progress report on study leave outlining progress toward goals and objectives and whether the plan has changed |
| 1-month upon return | Submit a report in writing to SPPH director/UBC about the study leave detailing the outcomes of study leave |

a Faculty members must submit their leave requests to SPPH by July 1, regardless of the chosen start date (July 1, September 1, or January 1). These requests should be submitted to SPPH 12 months before the intended start date for July, 15 months for September, and 18 months for January.

b Tentative date as SPPH does not control this timeline.

**Guide for completing the Study Leave Application form**

This guide has been designed to assist SPPH Faculty members in preparing their research and study leave applications which includes a statement giving the details of the proposed plan for the leave. This guide is designed to assist Faculty throughout this process, and the recommendations and illustrations included are meant to serve as a reference, rather than encompassing all potential activities that our Faculty may undertake during their leave.

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| **Where the study leave will be taken?** * Provide a detail schedule of where you will be physically located (e.g., Name of University or Research unit, name of researcher(s) who will you connect, Name of meeting, etc..)
* For each location, emphasize how being there will be advantageous for both you and the University, such as the expertise you aim to acquire or other benefits.
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| **Purpose of study leave?** (~250 - 500 words)In this section, provide a comprehensive plan for the study leave* **Brief overview:** Provide a concise summary of the research or study leave purpose in 2 to 3 lines.
* **Detailed description of research or study**:

a) Define objectives and alignment with career goals. b) Present a detailed plan – What is it that you will do to meet your objectives?c) Highlight benefits to you and the University in terms of relevance and potential impact. d) Include list of key milestones and timeline with your detailed play* ***List anticipated outcomes***. New skills, new collaborations, publications, book, report, presentations, grant proposals, or other activities.
* ***Reporting***. Metric or criteria for evaluating the success of the research or study leave.
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| **Fellowships, travel grants, grants-in-aid received for which application has been made, and other outside support*** List any support you have applied or plan to apply to support your research or study leave. If any support has been received include this information in attachment.
* If a portion of the Faculty’s salary is paid by an external agency/institute, please indicate what arrangement has been made with that agency/institute to continue paying your salary?
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| **I have made the following arrangements for graduate students current under my supervision (if application)*** List all students who you directly supervise or co-supervise, indicating where they are in their study, which department(s), and their expected graduation date.
* What arrangements has been made to support your students during the leave?
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| **I have made the following arrangements for my research or educational leadership activities (if applicable)*** List all research staff who directly report to you and indicate what arrangements you have made for the research staff.
* List all your services responsibilities within SPPH, Faculty of Medicine, and within UBC. Indicate what arrangements will be made for these responsibilities while you are on leave and indicate your plan to resume service activities at SPPH once you return from your leave.
* List which course(s) you are teaching at SPPH (Number, Name, when the course is taught, and whether this is required course). Provide some suggestions as to who within SPPH may have the expertise to teach this course or is there anyone else who can teach this course (If so what expertise / competence does this person has to teach the course).
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| **Addition comments by Head(s)*** Include proposed communication schedule during the study leave – to be discussed with the SPPH director.
1. **Mid-leave report will be submitted** on XXXX (January 1 for leaves starting July or September 1 and July 1 for leaves starting January 1)
2. **Communication with SPPH director and Associate Director of Education** will occur on XXXX to learn/confirm your teaching assignment once you return from your leave and to discuss reengagement in service activities.
3. **Final report submission** will be submitted on XXXX (1 month upon return to SPPH Director/UBC)
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**Required documentation:**

1. Copy of UBC CV
2. If applicable, include a copy of the previous study leave report with the request.
3. For other documents refer to the form