

Sabbatical Leave Application: Understanding Collective Agreement Language

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Collective Agreement Language

- Sabbatical Leave
 - Find current contract language at <http://cariboo.tru.ca/trufa/>
 - Click on ‘Collective Agreement’
 - Click on ‘here’ for current Collective Agreement
 - Go to Article 14

Definition of Sabbatical Leave

- Serve the objectives and goals of the University
- Maintain and enhance academic and professional competence free from normal on-campus teaching/professional and service obligations.
- Promote scholarly and/or professional activity through sustained periods of concentrated study, contemplation, and creative work, and to promote the collaboration and exchange of knowledge and experiences.
- Positive impact on the professional, scholarly or creative productivity of the Member and on the programs at the University.

Eligibility for Sabbaticals

Tenured

- Employees hired prior to April 1, 2006
 - 2 summatives (Probationary)
 - 5-year summative
 - Does NOT include time on unassisted leave or when seconded out of TRUFA
- Employees tenured at another University

Eligibility for Sabbaticals

- 6 years of service at TRU
- Service is defined as employment in:
 - Limited Term Contract;
 - Tenure-track;
 - Continuing; and/or
 - Tenured appointment
- Unpaid leaves, previous sabbatical leaves and Long-term disability are not credited as service

Transition Period Anomalies

- April 1, 2006 – March 31, 2010
- No more than 10% of tenured faculty in any Faculty, School or Division on sabbatical in any academic year
- Eligible to apply after 6 years of service
 - Following initial hire or
 - Following last Sabbatical Leave

Sabbatical Length and Start Dates

- 12 months
 - Beginning July 1 or January 1
 - 80% of salary
- 6 months
 - Beginning July 1 or January 1
 - 100% of salary
- Pro-rated vacation days are assumed to be used by the member while on Sabbatical leave

Sabbatical Application Form

- Must use approved Sabbatical Application form
 - Located on p:/drive under Sabbaticals
- First page of form contains demographics
- Second page refers to Collective Agreement requirements for all applications
- ***Committees can only work with the information you provide with your application***

Submit application to your Department
Chair by

October 1

Application Review Procedure

- Reviewed by Department Sabbatical Leave Committee
- Dean
- University Sabbatical Leave Committee

Application Review Procedure

- All applications are reviewed according to:
 - **Merit** of the proposal in terms of benefits to University and Member
 - **Feasibility** based on the member's performance in the 3 years preceding the request
 - **Impact** on the budget and academic programs of the department

Decisions

- Grant, Defer or Deny
- Meritorious and feasible applications can only be deferred for budgetary or professional/teaching/scholarship needs within the university.
- When granted, a member may apply to have a portion of their salary while on Sabbatical considered a research grant (must follow CCRA guidelines)

Conditions While on Sabbatical

- Assigned duties are as described in approved sabbatical leave
- Chair stipends are discontinued
- May receive outside assistance (grants or scholarships) and may engage in outside professional activities in accordance with University Policy
- Enhancements to income must be approved as part of the Sabbatical Leave application
- Health/Welfare benefits and Pension contributions continue
- Receive applicable salary adjustments

Conditions Upon Return

- Obligated to return and resume duties for a period equal to the sabbatical leave.
 - If this condition is not satisfied the member is indebted to the University for the sum of the salary, benefits and pension contributions paid during the leave.

Conditions Upon Return

- Must submit an electronic report (Chair, Dean and AVP Research) on the activities and outcomes of the sabbatical leave within 60 days of return