
Special Research and Study Leave for Academics

Department Policy Number

120 009

Effective Date

November 15, 2003

Purpose

This policy enables AUFA academic (not including professional members of AUFA) staff members eligible for Research and Study Leave to expand the length of approved Research and Study Leave time.

Definitions

AUFA Athabasca University Faculty Association.

Eligible Staff Members academic (not including professional members of AUFA) staff members eligible for Research and Study Leave.

Policy

For eligible staff members, special research and study leave will be added equivalent to the vacation time forfeited under the Vacation Policy. Special Research and Study Leave is not an entitlement.

Regulation

Procedure

1.0 Tracking

- 1.1 At the end of each calendar year Human Resources will record Special Research and Study Leave equivalent to vacation time forfeited for all eligible staff members.
- 1.2 Special Research and Study Leave will continue to accumulate until the next approved Research and Study Leave.



2.0 Approval

- 2.1 Eligible staff members apply for Research and Study Leave according to the process outlined in Article 15 of the AUGC/AUFA Terms and Conditions Agreement. Once approved all Special Research and Study Leave accumulated by the eligible staff member must be used along with the approved Research and Study Leave or be forfeited.

3.0 Termination

- 3.1 Special Research and Study Leave will not be paid out upon resignation, retirement, or termination.

Approved By

President Athabasca University Governing Council

Amended Date/Motion No.

Reformatted July 2006
AUGC, December 10, 2003; Motion 144-9

Related References, Policies and Procedures

Article 15-[AUFA/AUGC Terms and Conditions Agreement](#)
[Vacation Leave - Scheduling, Approval, and Carry-over Policy](#)

Applicable Legislation/Regulation

[Post-Secondary Learning Act](#)
[AUFA Terms and Conditions](#)

Responsible Position/Department

This policy is maintained and administered by Human Resources. For further information, please contact the Coordinator, Payroll and Compensation, the Benefits Administrator or the Compensation Assistant.

Keywords

Vacation Entitlement, Carry-over, Scheduling.