

Draft Policy for Consultation Administrative Leave for Academic Administrators Policy
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Below you will find a copy of the draft policy with edits visible. After that will be a clean copy with all edits accepted



Memorial University of Newfoundland

Administrative Leave for Academic Administrators

Approval Date: xxxx-xx-xx

Effective Date: xxxx-xx-xx

Review Date: xxxx-xx-xx

Authority:

Provost and Vice-President
(Academic)

Purpose

To govern the granting of periods of ~~leave~~Administrative Leave for Academic Administrators.

Scope

Academic Administrators other than ~~those on the~~ Executive Pay Scale ~~President and Vice-Presidents of the University.~~

Definitions

Academic Administrator — An Academic Staff Member who is appointed to an administrative role in an Academic Unit or is appointed to a senior administrative office-
~~Academic Administrators are and is therefore~~ excluded from MUNFA as per Appendix A of the MUN-MUNFA Collective Agreement.

Academic Unit — Refers to a centre, department, division, faculty, program or school, other than an administrative unit, as the context requires and as defined in the [University Calendar](#).

Administrative Leave — Is ~~for academic renewal for re-entry to academic~~ a period of release from normal teaching and administrative duties at the conclusion of the administrative appointment. ~~It is provided to enable ASMs to engage in research, scholarship, and critical, creative, professional or developmental work to foster their academic or professional effectiveness.~~

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Administrative Stipend — An amount beyond the base salary and any market differential, paid during the term of the administrative appointment.

ASM — Academic Staff Member. An employee whose terms and conditions of employment are defined in the [MUN-MUNFA Collective Agreement](#).

Policy

~~Upon completion of a period serving as an academic administrator, ASMs are granted a period of leave, as defined below, for the purpose of academic renewal to facilitate re-entry to regular academic duties. This policy recognizes that sabbatical leaves are not accrued while acting as an academic administrator.~~ The authority for approving Administrative Leave rests with the Board of Regents and any delegated authorities ~~of its Human Relations Committee to the President.~~

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I. Conditions

Administrative Leave is granted ~~only wherewith~~ the expectation ~~is~~ that the ~~former~~ Academic Administrator will resume academic duties for a period of time equal to the length of the leave. ~~Exceptions to this will be approved only in exceptional circumstances on the recommendation of the Provost and Vice-President (Academic) or Vice-President (Grenfell Campus), as applicable.~~

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~~While on administrative leave, a former academic administrator who has not been appointed to a subsequent administrative position, either in the same or a different administrative role, following the leave is considered to have returned to the bargaining unit and is an ASM on leave with pay as per article 22.41 of the Collective Agreement. All employee benefits are retained. Academic administrators who will take up an administrative role following their leave are excluded from the bargaining unit while on leave.~~

During the Administrative Leave, the ~~Academic Administrator~~ASM receives ~~their regular academic~~ salary or 95% of ~~their regular~~ salary plus ~~a research~~ research grant of 5%. No Administrative Stipend ~~or temporary market differential~~ is paid to an ~~Academic Administrator~~ASM on Administrative Leave.

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Time spent on Administrative Leave shall not be considered as service towards the term of the administrative appointment.

Normally, Administrative Leave shall be taken at the conclusion of the term(s) of administrative appointment. Deferring Administrative Leave requires approval of the Provost and Vice-President(Academic) or Vice-President (Grenfell Campus), as applicable. Under no circumstance, shall Administrative Leave be deferred more than twelve (12) months, ~~beyond the conclusion of the administrative appointment(s).~~

II. Criteria

The granting of Administrative Leave is in accordance with ~~the following criteria:~~ [Table 1](#).

~~A. Administrative Leave of four (4) months shall be granted to those Academic Administrators whose initial appointment was for three years, and who have completed one term.~~

~~B. Administrative Leave of twelve (12) months shall be granted to Academic Administrators whose initial appointment was for a period of three years, and the Academic Administrator has completed two full terms of three years each.~~

~~C. Administrative Leave of twelve (12) months shall be granted to Academic Administrators whose initial appointment was for a period of five years, and the Academic Administrator has completed the five-year term.~~

~~D. Administrative Leave of up to twenty four (24) months shall be granted to Academic Administrators whose initial appointment was for a period of five years, and the Academic Administrator has completed two five-year terms. Academic Administrators shall be eligible for Administrative Leave of twelve months after completing the initial five-year term and a second twelve-month Administrative Leave after completing a second five-year term. Alternatively, if the Academic Administrator chooses not to take Administrative Leave after completion of the first five-year term or less than twelve months Administrative Leave is taken, the remaining Leave, up to six months, may be carried forward and taken after completion of the second five-year term, subject to a maximum eligibility of eighteen months.~~

E-Table 1 - Administrative Leave Eligibility

Duration of term	Number of terms served (without leave)	
	<u>1</u>	<u>2</u>
<u>3 yrs</u>	<u>4 mo</u>	<u>12 mo</u>
<u>5 yrs</u>	<u>12 mo</u>	<u>24 mo</u>

Administrative Leave is prorated in cases where the Academic Administrator serves a partial ~~term of at least one-year duration or a partial~~ subsequent term after completing the initial appointment ~~or serves consecutive terms in the same or different administrative roles, subject to a maximum accrued eligibility of twenty-four (24) months.~~

III. Carryover of Sabbatical Eligibility

The University recognizes that prospective Academic Administrators who are currently employed at the University may have accrued years of service toward sabbatical leave. Such years may be carried forward when the Academic Administrator re-enters the bargaining unit, in accordance with the [MUN-MUNFA Collective Agreement](#).

IV. Relationship to Sabbatical Leave

Where an Academic Administrator has not served ~~enough time~~ at least one year in an administrative appointment so as to qualify for Administrative Leave, the period of service as an Academic Administrator may be considered eligible service towards sabbatical leave. Accrual of

service towards sabbatical leave following ~~Administrative Leave an administrative appointment~~ begins with the ~~first year of return to~~ normal academic duties ~~following return from the~~. ~~Periods of Administrative Leave are not eligible service towards sabbatical leave.~~

V. Designating a Portion of Salary as Research Grant

An Academic Administrator applying for Administrative Leave is also eligible to apply for a research grant of up to 5% of basic annual salary prorated for the length of the leave provided the total does not exceed 100% of salary. As with the approval of the sabbatical leave, the authority for approving designating a portion of salary as a research grant rests with the Board of Regents and any delegated authorities of ~~its Human Relations Committee the President.~~

In addition, an Academic Administrator on leave for any length of time at full or at reduced salary may apply through the Office of Research Grant and Contract Services to have a portion of basic annual salary (prorated for the length of the leave) designated as a research grant in accordance with the University's policies and subject to Canada Revenue Agency regulations.

Related Documents

[Guidelines for Academic Administrator Positions Procedures Governing the Appointment, Review, Promotion and Tenure of Academic Administrators](#)

[Administrative Stipends document](#)

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Procedures

- [Procedure for Applying for Administrative Leave](#)

For inquiries related to this policy:

Office of the Provost and Vice-President (Academic): 709-864-8246

Sponsor: Provost and Vice-President (Academic)

Category: Academic Affairs

Previous Versions:

There is at least one previous version of this policy. ~~Contact the Policy Office~~[Contact the Policy Office](#) to view earlier version(s)

Approval Date [xxxx-xx-xx](#) Effective Date [xxxx-xx-xx](#)

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Procedure for Applying for Administrative Leave

Approval Date: 2016-03-17

Responsible Unit: Office of the Provost and Vice-President (Academic)

1. An Academic Administrator seeking Administrative Leave will prepare a request, in writing, using the [Application for Administrative Leave form](#) and including:
 - a. the period of their proposed leave including commencement date and end date;
 - b. their plan of activities during the leave including: location of the leave, the scope and aims of the Administrative Leave, and activities for preparing to resume a full teaching load and research or professional activity;
 - c. their up-to-date curriculum vitae;
 - d. a copy of the report of their last sabbatical or Administrative Leave, where applicable; and
 - e. an identification of arrangements for students being supervised, where applicable.
2. The Provost and Vice-President (Academic) or the Vice-President (Grenfell Campus), as applicable, must be satisfied that there is congruence between the applicant's plan and the needs of the Academic Unit.
3. The request should be submitted as early as practicable before the anticipated commencement ~~of the~~ of the Administrative Leave so that sufficient time is available for consideration and approval of the request.



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I. Conditions

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During the Administrative Leave, the ASM receives their regular academic salary or 95% of their regular salary plus a research grant of 5%. No Administrative Stipend or temporary market differential is paid to an ASM on Administrative Leave.

Time spent on Administrative Leave shall not be considered as service towards the term of the administrative appointment.

Normally, Administrative Leave shall be taken at the conclusion of the term(s) of administrative appointment. Deferring Administrative Leave requires approval of the Provost and Vice-President(Academic) or Vice-President (Grenfell Campus), as applicable. Under no circumstance shall Administrative Leave be deferred more than twelve (12) months beyond the conclusion of the administrative appointment(s).

II. Criteria

The granting of Administrative Leave is in accordance with [Table 1](#).

Table 2 - Administrative Leave Eligibility

Duration of term	Number of terms served (without leave)	
	1	2
3 yrs	4 mo	12 mo
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