APPLICATIONS MUST BE SUBMITTED TO CHAIR/DIRECTOR BY:

| October 1 for September Leave | February 1 for January Leave | June 1 for May Leave |

Study leave is available only to faculty with tenure. If you presently do not have an appointment with tenure, tentative approval for study leave may be granted on the condition that you are awarded tenure prior to the start of the study leave. No faculty member may commence study leave while owing the University any part of a teaching semester.

1. Name ___________________ Rank _______ Department: #1 __________ Department: #2 __________

2. Tenured: ☐ YES Date Awarded______________ ☐ NOT Tenured

3. Study leave option requested (Please put X in front of option requested):

☐ Option A  3 semesters at 80% salary after 12 study leave credits
☐ Option B  2 semesters at 90% salary after 12 study leave credits
☐ Option C  1 semester at 100% salary after 12 study leave credits
☐ Option D  2 semesters at 80% salary after 8 study leave credits
☐ Option E  1 semester at 90% salary after 6 study leave credits

The first study leave after an assistant or associate professor is granted tenure will be at 100% regardless of the option selected. This provision does not apply to full professors or to faculty appointed with tenure.

Is this your first study leave after being granted tenure? (Please put X in front of choice) ☐ YES ☐ NO

Dates requested:

Start date of study leave: Year ________ Month ________ Day ________

End date of study leave: Year ________ Month ________ Day ________

4. The faculty member may choose to defer part of salary prior to the study leave in order to spread the impact of the salary reduction. When the faculty member chooses this feature, the salary will be reduced following the approval of the study leave by the President. In order to comply with Revenue Canada regulations, the salary deferral arrangements must be completed by the end of the study leave. Salary deferral may be exercised only for a leave which exceeds six months.

Example: A study leave Option A – 80% for 12 months, is approved in December 2009 with the study leave schedule to start on 1 September 2010. This would result in a salary at the level of 88% over the 20 month period from 1 January 2010 to 31 August 2011.

Do you wish to defer part of your salary prior to the leave in order to spread the impact of the salary reduction? (Please put X in front of option requested): ☐ YES ☐ NO

5. Please list dates of ALL previous study/sabbatical leaves since first appointment:

6. Please list all academic service credit at other similar institutions (see A 31.02) (for first study leave only):
7. Please list semester activities since appointment (if the application is for a first study leave) or since previous study/sabbatical leave (if application is for a second or subsequent study leave):

- e.g. 07-1 Teaching  08-1 Leave of absence  09-1 Medical Leave, etc.
- 07-2 Research  08-2 Teaching
- 07-3 Teaching  08-3 Teaching

List semesters here:  

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Accumulated study leave credits: _______

*The combination of study leave and research semesters may not exceed 4 semesters (See A 31.02 Procedure 2.b.)*

8. If this application is for a second or subsequent study leave, please attach:
- 1) a copy of the report filed following your previous study leave
- 2) a copy of your current curriculum vitae (not cv update)

9. Briefly summarize the purpose of the leave and attach an outline of the activities to be undertaken during the study leave and a current curriculum vitae.

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Applicants are reminded that if their proposals involve experimentation with human or animal subjects, they must obtain approval from either the University Ethics Committee or the University Animal Care Committee.

10. Earnings from other sources during the leave period (see A 31.02 Procedure 3.c and d):

11. What arrangements for continuation of graduate student supervision will you make for the period of the study leave?
12. After returning from study leave, you will provide, as part of the documentation for the next biennial salary review, your Chair/Director with a report of activities and achievements during the period of leave. The Department Chair/Director will supply a copy of this report to the Faculty Dean, Vice-President, Academic and President.

13. Agreement for post-study leave service to SFU
I am aware that any award of study leave made to me is on the understanding that, subsequent to the leave, I will return to Simon Fraser University and complete at least two further teaching semesters or, if I fail to do so, that I will refund all or, if I return for a period shorter than two semesters, repay a prorated portion of the financial assistance received from Simon Fraser University during the study leave. (If the applicant has selected the salary deferral arrangement specified in Procedures Section 7, Revenue Canada requires that the employee returns to the university for a period that is not less that the period of the study leave and no repayment alternative is available.)

_____________________________   ______________________________
Signature of Applicant     Date

14. Provision for continuation of the applicant’s university duties (to be completed by Chair). (If applicant has a joint appointment, the Chair/Director(s) and both Deans, if applicable, are required to approve the leave application.)

a) Teaching

b) Committees

c) Graduate Student Supervision

15. Comments and recommendation

a) Department Chair/Director

_____________________________    ________________________
Signature of Chair/Director     Date

The form shall be forwarded to the Dean and a copy of the recommendation signed by the Department Chair/Director shall be returned to the applicant. The applicant may submit his/her comments to the Dean.

(b) Dean of Faculty

_____________________________    ________________________
Signature of Dean      Date

If the Dean’s recommendation is negative, the applicant shall be given a copy of the Dean’s comments and the applicant may make an additional submission to the Vice-President Academic through the Academic Relations Office.

DEANS & CHAIRS MUST SUBMIT APPLICATIONS TO VP ACADEMIC VIA ACADEMIC RELATIONS BY:
November 1 for next September Leave     March 1 for next January Leave     July 1 for next May Leave