



**SIMON FRASER UNIVERSITY  
Policies and Procedures**

**Date**  
January 24, 2002

**Number**  
A 31.06

**Revision Date**  
July 1, 2006

**Revision No.**  
A

**Study Leave for Lecturers, Senior Lecturers, Laboratory Instructors, Librarians and Archivists**

**Policy**

1. The purpose of study leave for Lecturers, Senior Lecturers, Laboratory Instructors, Librarians and Archivists ("non tenure-track members") is to provide a period of time during which the individual is relieved of his/her employment duties in order to complete a project or course of study which will enhance his/her work at the University in the future.
2. Study leave is a privilege that is granted in accordance with this policy and the procedures provided herein.
3. Study leave is awarded on the basis of demonstrated benefit to the University and the non tenure-track member.

**Procedures**

**1. Eligibility**

- a. Non tenure-track members are eligible to apply for paid study leave after each six year period of employment at SFU. A member who has a limited term contract is not eligible for study leave. However, periods spent on limited term contracts may count towards the eligibility for a study leave. If a member teaches more than six years before being granted a study leave s/he may carry forward up to two years towards a future study leave.
- b. Time spent on maternity or parental leave will count towards years of service and eligibility for study leave for non tenure-track members.
- c. Study leave is available to Lecturers, Senior Lecturers and Laboratory Instructors whose performance has been assessed as satisfactory in recent biennial salary reviews preceding the application and who have submitted a study leave proposal that appears likely to enhance their employment activities in the future.
- d. Study leave is available to Librarians and Archivists whose recent annual performance evaluations have been satisfactory and who have submitted a study leave proposal that appears likely to enhance their employment activities in the future.
- e. Members who have previously had a study leave must demonstrate that the previous study leave contributed to their performance as Lecturers, Senior Lecturers, Laboratory Instructors, Librarians or Archivists.

**2. Study Leave Options**

- a. There are three study leave options:
  - i. salary of 100% for a leave of up to four months;
  - ii. salary of 90%\* for a leave of five to eight months;
  - iii. salary of 80%\* for a leave of more than eight months and up to twelve months.

\* Effective Sept. 1, 2002, the first study leave after a Lecturer is promoted to Senior Lecturer or a Librarian 2 is promoted to Librarian 3 at SFU will be at 100% of salary regardless of the option selected. This provision does not apply to appointments at the senior lecturer or librarian 3 level.

- b. Study leave may be taken consecutively with an earned non-teaching semester.

### 3. Study Leave Conditions

- a. During the period of study leave, the member shall remain employed by, and accountable to, Simon Fraser University.
- b. Remunerative employment during the period of study leave may only be accepted when full details are first disclosed to and approved by the Department Chair according to A 30.04.
- c. Non tenure-track members are expected to undertake at least two further scheduled teaching semesters at Simon Fraser University subsequent to a period of study leave. In making an application for study leave each member will enter into an agreement undertaking to return to the service of the University for these two semesters after completion of leave. If the member fails to return and fulfill this obligation, he/she shall be required to refund all or part of the financial assistance received from the University.
- d. After returning from study leave, each member will provide, as part of the documentation for the next salary review, his/her Chair, or equivalent, with a report of activities and achievements during the period of leave.
- e. The University will continue its full contribution to all benefit plans during the period of his/her study leave. Group life insurance, long-term disability and pension contributions shall be based on the faculty member's nominal rather than reduced salary.
- f. Time spent on study leave will not affect the consideration of a member for promotion or regular salary review.
- g. Normally, study leaves commence at the start of a semester.

### 4. Method of Application

- a. Effective September 1, 2002, written application for study leave must be made on the form attached as Appendix 1 for Lecturers, Senior Lecturers and Laboratory Instructors and as Appendix 2 for Librarians by 1 October, 1 February and 1 June to the Department Chair, or equivalent, for leaves commencing the following September, January and May respectively. Applications should outline the objectives and the expected benefits of the study leave. Applications may be considered earlier where there are special reasons for doing so.
- b. The Department Chair, or equivalent, in deciding whether or not to support a study leave application must ensure that the department's teaching and other academic responsibilities can be maintained.
- c. The Department Chair, or equivalent, shall forward the application, with his/her recommendation, to the Dean of the Faculty, or equivalent, and will send a copy of his/her recommendation to the applicant. The member may submit his/her comments directly to the Dean.
- d. If the Dean does not support the application, he/she will send a copy of his/her recommendation to the applicant, who may make an additional submission to the Study Leave Advisory Committee.
- e. The Study Leave Advisory Committee is composed of the Deans of the Faculties, the Dean of Graduate Studies, and chaired by the Vice-President, Academic. The Committee shall make recommendations on applications to the Vice President, Academic who shall decide whether or not an application is to be approved.

- f. Once a study leave application has been approved by the Vice President, Academic, the Dean may approve requests for changes of dates of up to one year, and requests for change in option. Copies of the approvals of such changes must be sent to the applicant, the Chair, the office of the Vice-President, Academic and to Payroll.

5. **Method of Payment**

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 Vice-President, Academic.

In order to comply with Revenue Canada regulations, the salary deferral arrangements must be completed by the end of the leave. Salary deferral may be exercised only for a leave which exceeds 6 months.

**Interpretation**

Section 14.1 of the Faculty Association Framework Agreement deals with matters of interpretation of this policy.

=====

Application form for Lecturers, Seniors Lecturers and Laboratory Instructors  
Application form for Librarians and Archivists