

# Simon Fraser University

## Application for Study leave - Librarians and Archivists

Effective September 1, 2002

Applications must be forwarded to the applicant's Supervisor by the following deadlines:

**October 1 for study leaves commencing the following September 1**

**February 1 for study leaves commencing the following January 1**

**June 1 for study leaves commencing the following May 1**

Librarians and Archivists study leave is governed by University policy 31.06. Study leave is available to Faculty members with tenure under policy A31.02; there is a separate form for this purpose.

1. Name of Applicant: \_\_\_\_\_ 2. Area: \_\_\_\_\_

3. Date of 1<sup>st</sup> Appointment as Librarian, Librarian Administrator or Archivist: \_\_\_\_\_

4. Number of semesters to carry forward toward next study leave: \_\_\_\_\_

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

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6. Please list semesters since appointment (if the application is for a first study leave) or since previous study leave (if application is for a second or subsequent study leave):

|                |                |                    |
|----------------|----------------|--------------------|
| 98-1 Librarian | 99-1 Librarian | 00-1 Medical Leave |
| 98-2 Librarian | 99-2           | Pro-D etc.         |
| 98-3 Librarian | 99-3 Librarian |                    |

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Confirmed by Head Librarian's Office

7. Study leave option requested: Please put X in front of option requested:

\_\_\_\_\_ Option 1 study leave of up to four months at 100% salary

\_\_\_\_\_ Option 2 study leave of five to eight months at 90%\* salary

\_\_\_\_\_ Option 3 study leave of more than eight months and up to twelve months at 80%\* salary

\* Effective Sept. 1, 2002, these options will be 100% if the study leave is the first study

leave after promotion to Librarian 3.

8. Is this the first study leave after promotion to Librarian 3? YES \_\_\_\_\_ NO \_\_\_\_\_

9. Applicants may choose to defer part of salary prior to the study leave in order to spread the impact of the salary reduction. When the applicant 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 study leave. Salary deferral may be exercised only for a leave which exceeds 6 months.

Example: A study leave Option iii - 80% salary for 12 months, is approved in December 2002 with the study leave scheduled to start on September 1, 2003. This would result in a salary at the level of 88% over the 20 month period from 1 January 2003 to August 31, 2004.

Do you wish to defer part of your salary prior to the study leave in order to spread the impact of the salary reduction?

YES \_\_\_\_\_ NO \_\_\_\_\_

10. Dates requested

Start date of study leave: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

End date of study leave: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

11. Attach an outline of the objectives and the expected benefits of your proposed study leave. Leaves are awarded on the basis of demonstrated benefit to the University and the employee. A current curriculum vitae should also be attached.

**[Attach outline and CV]**

*Reminder: 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.*

12. If this application is for a second or subsequent study leave, please attach a copy of the report filed following your previous study leave(s).

13. Earnings from other sources during the leave period.

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14. After returning from study leave, you will provide your Supervisor with a report of your activities during the period of leave.

15. 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 I am expected to return to work at SFU for at least two further eight months following the leave.

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Signature of Applicant

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Date

**TO BE COMPLETED BY SUPERVISOR:**

1. Provision for continuation of applicant's university duties.

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2. Comments and recommendations

a. Supervisor

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Signature of Supervisor

Date

The form shall be forwarded to the Head Librarian and a copy of the recommendation, signed by the Supervisor, shall be returned to the applicant. The applicant may submit his/her comments to the Head Librarian.

b. Head Librarian

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Signature of Dean

Date

If the Head Librarian's recommendation is negative, the applicant shall be provided with a copy of the Head Librarian's comments. The applicant may make a submission to the Study Leave Advisory Committee.

**APPROVAL BY THE VICE PRESIDENT, ACADEMIC**

Signature of Vice President, Academic

Date