Letter of Agreement 5: Faculty Leaves

Whereas there is a need to clarify how to calculate partial years of service for study leave eligibility;

Whereas the parties wish to clarify how to classify semesters spent on leave in terms of Research or Teaching Semesters; and

Whereas the parties have reached agreement on these matters, and will incorporate these agreements into the Agreement in the next round of bargaining;

THEREFORE the parties agree as follows:

**Calculation of Partial Years for Study Leave Eligibility Purposes**

Effective September 1, 2016\(^1\), calculation of years of service that result in a fraction will be rounded up to the next semester of a year of service. For example, if someone had 2 full years plus a partial year, the credit would be calculated as follows:

<table>
<thead>
<tr>
<th>2.1 – 2.33 years</th>
<th>2 years + 1 semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.34 – 2.66 years</td>
<td>2 years + 2 semesters</td>
</tr>
<tr>
<td>2.67 years or more</td>
<td>3 years</td>
</tr>
</tbody>
</table>

**Classification of Semesters as Teaching or Research When on Leave**

**T, T, R Rotation/Pattern**

A faculty member’s usual T,T,R rotation/pattern will not normally be affected by a leave, subject to Article 27.15. Article 46.18 is not intended to require a change of rotation, and it is also acceptable for a Research Faculty member to return from a study leave to a Research Semester (R), or to a single Teaching Semester (T) before the next R. The parties agree that Article 46.18 is intended to ensure a return to the normal rotation and reinforce understanding that Faculty Members will need to be in balance (two Ts for every R) prior to their next study leave, resignation, or retirement.

**Study Leave**

1. Study leave semesters do not count towards workload balance (semesters on study leave count as neither T nor R).

2. Study leaves of one or two semesters will shift a faculty member’s balance point affecting when they can take their next study leave but will not normally affect a

---

\(^1\) Any other interpretations agreed to since September 1, 2016 will remain in force and should not be changed because of this memo.
faculty member's T,T,R rotation (subject to Article 27.15).

3. If a faculty member returns from a study leave to a Research Semester, they will be expected to deal with the balance issue as part of the biennial review process as per Article 27.18.

_Sick Leave, Parental Leave, Compassionate Care_

1. Effective as of the end of the faculty member’s last study leave, full or partial semesters on these types of leaves will be classified as T or R as per normal rotation. This means that semesters on sick or parental leave will not alter a faculty member’s existing TTR pattern.

2. If this type of leave begins or ends part way through a teaching semester, duties will be assigned to the faculty member during the time they are at work. It is permissible for these to be different from normal classroom teaching duties and can include course development, projects, or co-teaching.

3. If the department chooses to have the faculty member teach for a partial semester, the remainder of the semester may be covered by another faculty member on an Overload Teaching Contract or other regular instructional options.

4. Partial research semesters will count as R and regular research, service or supervision duties will be maintained until the leave begins or after it ends.

5. Chairs will provide Deans with details on the workload plan for partial semesters for approval.

6. As a result of this interpretation, Article 44.11 will be suspended for the duration of this Letter of Agreement. [Article 44.11: Complete semesters spent on sick leave or long-term disability will not count as teaching or research semesters.]

7. Time on parental, sick, compassionate, or family leave counts towards years of service for study leave purpose.

_Leave of Absence (Unpaid)_

1. Semesters on Unpaid Leaves of Absence do not count towards workload balance or study leave.
2. A faculty member’s balance point may shift as a result of an unpaid leave.

3. Unpaid Leaves do not count towards accumulation of years of service for study leave.

Agreed this 21 day of Feb, 2018.

Name: For Simon Fraser University

Name: For Simon Fraser University Faculty Association