

## SABBATICAL LEAVE POLICY — UNIVERSITY TEACHING (UT) GROUP

### PART ONE:

#### **INTRODUCTION**

1. A primary goal of all colleges and universities is to continuously strive for excellence in teaching and research. One of the requisites in achieving this goal is an effectively organized and administered sabbatical leave program designed to render a faculty member more useful and productive as a teacher, researcher or administrator. In essence, faculty members are expected, as a condition of their employment, to continue to develop as scholars and researchers throughout their careers. A sabbatical leave program encourages and facilitates individual initiative and success in pursuit of this inherent feature of university teaching employment.
2. The policy contained herein, approved by Treasury Board on April 26, 1990, is to be applied as the governing authority for sabbatical leave for employees of the University Teaching (UT) Group.
3. Promotion of UT professional development under the provisions of this policy does not limit or preclude management's responsibility for considering the broad range of UT training and development needs as an inherent activity in human resources planning.

### PART TWO:

#### **PRINCIPLES**

4. Sabbatical leave is an authorized period of leave without pay with an allowance in lieu of salary, that may be granted to UTs in accordance with the conditions, requirements and provisions detailed herein. Sabbatical leave is not an employee entitlement.
5. The aim of the sabbatical leave program for the UT group is to promote the continuing professional development of the civilian teaching staff at RMC.
6. The department recognizes that an effectively administered and adequately funded sabbatical leave program is an essential element in attracting, developing, and retaining the professional teaching staff at RMC.
7. The provisions incorporated in the departmental sabbatical leave program for UTs will be based on a review of practices applicable to the external university community.

8. The RMC Board of Governors (BoG) is responsible for reviewing the departmental sabbatical leave policy and for facilitating its implementation. Proposed revisions to the policy shall be staffed for BoG consideration and recommendation. Changes to the policy require prior Treasury Board approval.

### PART THREE:

## **POLICY AND PROVISIONS**

### 9. Purpose and Principles

- a. Sabbatical leave, a feature of employment for UTs, is a period of leave for a specified duration of either six or twelve months during which time eligible employees, while remaining employees of the department, shall be relieved of their normal teaching and administrative obligations as a means of providing them with an opportunity to pursue research or other scholarly activities thereby improving knowledge of a particular discipline and enhancing their professional competence.
- b. Sabbatical leave is intended to provide recognizable benefits not only in terms of promoting the employee's personal development, but also by expanding the scope and professionalism of the teaching staff at the military college.
- c. The Deputy Minister of National Defence or his delegate, is responsible for the administration of the policy, and for reporting annually to the Treasury Board of Canada Secretariat (TBS) on its administration.

### 10. Eligibility Criteria

- a. To be eligible to apply for sabbatical leave, a UT must be employed on a full-time indeterminate basis as a member of the college academic staff.
- b. A UT applying for a six-month sabbatical leave period must have completed three years of service as a UT. An applicant may be given credit for up to three years service at another university upon recommendation of the college principal. However, no UT may be granted sabbatical leave before having served three years as a full-time indeterminate UT at the college.
- c. Applications for subsequent periods of sabbatical leave will normally require completion of six years intervening service before being granted a twelve-month sabbatical and three years before being granted a six-month sabbatical.

### 11. Selection Criteria

- a. Applications that meet the essential eligibility criteria requirements as noted above, and are submitted in accordance with the requirements outlined in Part Five: Application and Approval Process of this Policy, and Article 18 of the UT collective agreement will be considered for approval by a screening committee designated by the Senate.
- b. The following criteria will be used in the screening and prioritization process:
  - (1) the relevance of the proposed professional development activity to the needs of the department (e.g. how will the department benefit from the employee's attainment of the goals outlined in the sabbatical leave plan);
  - (2) the projected benefits to the professional development of the employee;
  - (3) the merit of the sabbatical proposal in terms of its scope, planning, resource implication and potential for success within the sabbatical period;
  - (4) evidence of benefits derived from the applicant's previous sabbatical leave (if applicable);
  - (5) the applicant's performance assessment(s) and evidence of scholarly potential/achievement during the period of qualifying service; and
  - (6) the operational and human resources management priorities of the college, including but not limited to Employment Equity and Official Languages considerations.

## 12. Duration

- a. Sabbatical leave for periods of up to twelve months in duration will be considered for UT applicants meeting the eligibility requirements for initial or subsequent sabbatical leave. The review and approval process will take into consideration whether or not the detailed sabbatical plan submitted by an applicant adequately substantiates the requested period of such leave. Sabbatical leave periods will be of six-months duration (normally 1 July - 31 December or 1 January - 30 June), or twelve-months duration (normally 1 July - 30 June). Such planning will minimize disruptions to college academic schedules and facilitate replacement staffing actions.
- b. The duration of a particular sabbatical leave period will not necessarily be a factor in management's prioritization or approval of subsequent requests for sabbatical leave or in considering exceptions to the stipulated requirement for six years of service between twelve-month sabbatical leave periods, or three years of service between six-month sabbatical leave periods. Notwithstanding, at the discretion of the

principal, other options for sabbatical leave may be considered and recommended for approval in exceptional circumstances.

13. Entitlement to Sabbatical Leave

- a. Applications for sabbatical leave will be approved or denied at the discretion of management. Denial of sabbatical leave can be expected only under exceptional circumstances; for example, in cases where an applicant does not meet the eligibility or selection criteria, the funding is inadequate to meet the demand, or the operational requirements of the college would be seriously affected by the member(s) of the teaching staff being granted sabbatical leave in a given year. When an application is denied, management will, if requested by the applicant, provide a written reason(s) for the denial.
- b. Management recognizes the value of a sabbatical leave program and every effort will be made to ensure continuity of the program and to encourage eligible employees to make use of the program to develop their professional competence in response to individual and corporate needs.

14. Employment Commitment

- a. An employee who is granted sabbatical leave is expected to return to service as a UT. This expectation is consistent with the approval and funding process that considers the duality of potential benefits to be derived from the sabbatical leave: namely, benefits to both the individual and to the college.
- b. As a condition of being granted sabbatical leave, UTs will be required to sign a written commitment, the Return to Service Agreement for Sabbatical Leave, to return to the department for a period of employment equal to their period of sabbatical leave. A UT who does not honour this commitment will be required to repay the monies paid to him or her during the sabbatical leave or a portion thereof based on the number of months worked by the employee after returning from sabbatical leave.

15. Pay Plan Implications/Allowance in Lieu of Salary

- a. Sabbaticants, who take a twelve month sabbatical after completion of at least six years of intervening service or who take a six month sabbatical after completion of at least three years but less than six years of intervening service, will be on leave without pay and may be granted an allowance in lieu of salary equal to 82.5% of their annual rate of pay that is in effect at the commencement of their leave, except as provided for in (f) of this clause. Sabbaticants who take a six month sabbatical after completion of at least six years of intervening service will be on leave without

pay and may be granted an allowance in lieu of salary equal to 100% of their annual rate of pay in effect at the commencement of the leave, except as provided for in (f) of this clause.

- b. Sabbaticants at the UT-2 or UT-3 level, who are granted a first sabbatical leave within ten (10) years of joining the College, will be on leave without pay and may be granted an allowance in lieu of salary equal to 100% of their annual rate of pay that is in effect at the commencement of their leave, except as provided for in (f) of this clause.
- c. A sabbaticant's allowance in lieu of salary will be automatically adjusted, as applicable, to reflect any economic revision to the University Teaching Group.
- d. Pay increments and promotion increases based on performance prior to the commencement of the sabbatical leave will be implemented on the normal increment date, and the sabbaticant's allowance will be adjusted accordingly.
- e. Management is required to prepare and submit annual performance assessments for all UTs. Sabbaticants are responsible for providing their respective principal with appropriate evidence of progress towards accomplishment of their sabbatical goals.
- f. During periods of sabbatical leave, UTs are not entitled to administrative allowances (e.g. dean and/or department head allowances) received for extra duties performed during regular employment at the College. Such allowances may be reinstated effective the date of return from sabbatical on the authority of the principal.
- g. The budget estimates for the sabbaticant's allowance in lieu of salary shall be determined by the Secretary of the Screening Committee and submitted to DCCP as required for inclusion in departmental estimates.

16. Employment During Sabbatical

- a. Sabbaticants granted a leave of absence from regular duties to pursue the stated purpose of their research or study, and granted an allowance in lieu of salary to assist them in this endeavour, may not accept remuneration associated with their sabbatical leave project or assignment that in combination with their allowance would provide them with remuneration in excess of 100 per cent of their normal annual salary from the department.
- b. Sabbaticants may not accept other professional commitments that might impede completion of the primary goals stipulated in their approved sabbatical leave plan.
- c. If remunerated employment, or other significant activities not related to the primary purpose of the sabbatical leave, are expected to be an integral part of a sabbaticant's perceived use of sabbatical leave, such intentions are to be clearly

identified and fully substantiated in the sabbatical leave application and will be considered during the review/approval process.

- d. Sabbaticants are responsible for ensuring that their outside activities do not contravene the Public Service Conflict of Interest Code (section 26 of the Conflict of Interest and Post Employment Code for the Public Service) or section 40 of the Terms and Conditions of Employment Directives (Appendix B) concerning dual employment.
- e. In the event that a sabbaticant's remuneration (external remuneration plus allowance in lieu of salary) is determined to exceed 100 per cent of normal salary, the department will reduce the allowance in lieu of salary as appropriate and may request repayment of all or a portion of the allowance if subsequent evidence indicates that the sabbaticant has not complied with the intent of the restriction pertaining to external remuneration.

17. Grants, Awards, Scholarship, etc.

- a. Sabbaticants are encouraged to seek financial assistance in the form of grants, awards, scholarships, etc., to support their sabbatical research. Provided that such assistance does not constitute personal remuneration, it will not be taken into consideration in determining the departmental allowance in lieu of salary to be granted to a sabbaticant.
- b. Sabbaticants are required to identify and report on the sources and the allocation of the funding for all financial assistance received in support of their sabbatical research.
- c. The department assumes no responsibility for the taxation implications of sabbatical grants.

18. Travel and Relocation Expenses

- a. Sabbaticants may be reimbursed for part or all of the travel costs and/or relocation costs associated with their sabbatical research, as follows:
  - (1) for sabbatical research or study in Canada, travel costs in whole or in part in accordance with the Treasury Board Travel Directive and/or relocation costs in accordance with the Treasury Board Integrated Relocation Directive;
  - (2) for sabbatical research or study outside Canada, travel costs in whole or in part in accordance with the Treasury Board Travel Directive and/or relocation costs in whole or in part in accordance with Directive 15 □ Relocation, of the

Foreign Services Directives, except that expenses for shipment of a private motor vehicle shall not be authorized;

- (3) reimbursement of travel and/or relocation costs is a discretionary benefit and, of necessity, will be limited to a maximum of \$6,000 per sabbaticant for those granted a twelve-month sabbatical leave period and \$3,000 for those granted a six-month sabbatical leave period;
  - (4) there is no entitlement for any expenses, real estate or legal fees in connection with the sale or purchase of a residence at the old or new place of duty.
- b. Sabbaticants are encouraged to seek travel and/or relocation assistance from external agencies. All secured sources of funding are to be identified in the sabbaticant's application and will be taken into consideration in determining the extent of departmental funding so that available departmental resources can be equitably extended to all sabbaticants.
  - c. Authorized relocation costs, as per the Treasury Board Integrated Relocation Directive, will be charged against a national FE administered by DGLRC.
  - d. Projected travel and/or relocation costs are required for budgetary purposes. They should be fully itemized in a sabbaticant's application. Administrative support requirements to implement the travel/relocation provisions recommended by the Senate sabbatical screening committee will be the responsibility of unit level authorities.

#### 19. Replacement of Sabbaticants

- a. Sabbaticants on leave without pay, but with an allowance in lieu of salary, are not a charge against person years (PYs).
- b. The college may hire term replacements against the PYs that are made available by their respective sabbaticants being on leave without pay.

#### 20. Employee Benefits While on Sabbatical Leave

- a. The sabbatical period is a period of pensionable service for the purposes of the *Public Service Superannuation Act*. Given that the employee can be considered to be absent on leave without pay for the purpose of undergoing training or instruction to the advantage of the department, the employer will continue to pay its share of contributions for the period of leave. Superannuation and Supplementary Death Benefit contributions will be based on the salary that would have been payable had the employee remained at work and continued to be paid at level and position within the salary range that applied immediately prior to the sabbatical period. Employees

may make their contributions while on leave by authorizing that deductions be taken from their allowance or, on return to duty, by paying one lump sum within thirty days or equal instalments for a period equal to the period of leave.

- b. While on sabbatical leave, employees do not accrue sick or annual leave. However, “continuous employment” for annual leave and severance pay purposes is not broken by such leave.
- c. Income tax is deducted from the sabbaticant’s allowance at source.
- d. For purposes of retaining Public Service Health Care Plan (PSHCP) coverage while on sabbatical leave, employees are required to pay premiums in advance of their leave. If the employee does not wish to retain coverage while on leave, the personnel office shall place a signed statement to that effect on the employee’s personal file.
- e. The attention of sabbaticants is directed to their respective Human Resources Office (HRO) for clarification of the impact of sabbatical leave on other benefits such as CPP/QPP, PSMIP, LTD, PSHCP, dental, etc., and for information on the remittance procedures for any premiums or contributions payable with respect to the period of their sabbatical leaves. Their HRO can also advise them of the effects of their absence on their normal salary deductions such as for Canada Savings Bonds.
- f. Sabbaticants are eligible for scholarly achievement awards (e.g. Distinguished Professor Award), which may become effective during their absence.
- g. During a sabbatical leave, a sabbaticant shall be deemed to continue to be in the employ of the department (college) and shall continue to be entitled to all the benefits provided to other staff members during the sabbatical leave (with the exception of sick leave and annual leave as noted above). Time spent on sabbatical leave shall be included and credited as periods of college service in all matters including questions pertaining to promotion, retirement, and seniority.

#### PART FOUR:

### **RETURN FROM SABBATICAL LEAVE**

#### 21. Sabbatical Report

Within three months of returning from sabbatical leave, the employee shall submit to the principal a written account of the research, scholarly and professional activities undertaken during the leave; the extent to which the goals of the initial sabbatical proposal were attained; a statement of all remuneration, grants, etc. received from

all sources other than the allowance in lieu of salary paid by the department; and a summary of travel costs and/or relocation costs to be reimbursed by the department.

22. Reporting on Sabbatical Leave

- a. In accordance with departmental civilian training and development policy, the civilian training co-ordinator at the college is required to maintain data on the costs, duration, etc., of employees on sabbatical leave for inclusion in the civilian training reporting system. Sabbatical leave is subject to evaluation and audit within the context of authorized civilian training and development.
- b. A report on each academic year's sabbatical program containing the information in Annex A of this policy will be prepared and forwarded to the Treasury Board of Canada Secretariat by 31 December annually.

PART FIVE:

**APPLICATION AND APPROVAL PROCESS**

23. Applications for sabbatical leave for an academic year or portion thereof are to be submitted by UTs to college authorities by the preceding 1 November in accordance with directions promulgated by the respective college principal.
24. Approval is to be based on the eligibility and selection criteria as depicted in paragraphs 10 and 11. The list of approved leaves will be forwarded to CDA by 15 February.
25. Applications are to contain the following information:
  - a. employee's surname, given name(s)
  - b. division
  - c. department
  - d. classification/level
  - e. position number
  - f. position title
  - g. completed years of service at college as of the start date of proposed sabbatical leave

- h. eligible years of service elsewhere (if applicable)
  - i. completed years of service between end of last sabbatical leave and start of proposed sabbatical leave
  - j. dates of all previous sabbatical leaves while employed at the college
  - k. a statement of proposed sabbatical research/study including purpose, goals, milestones, process, products, location(s), access to research facilities/expertise, travel, complementary activities (e.g. conference attendance), etc.
  - l. a statement of the specific benefits or value of the proposed sabbatical for both the sabbaticant and the college (or department)
  - m. duration of proposed sabbatical leave (normally 6 or 12 months)
  - n. sabbatical leave start and finish dates (normally 1 July or 1 January start dates and 31 December or 30 June finish dates)
  - o. details of any employment or other remunerated activities that will be undertaken during the sabbatical leave
  - p. details of research grants, awards, scholarships, travel assistance or other assistance applied for or confirmed in relation to the sabbatical
  - q. details of travel and/or relocation assistance required in support of the sabbatical leave (and not covered by other sources)
  - r. a commitment of return of service (to be followed on approval of sabbatical by signing of a normal Agreement)
26. An incomplete application may result in a delay in the approval process for that application and/or in the prioritization of the application in relation to other applications under review for a given academic year.
27. The employer may defer a requested sabbatical leave in the event that the UT's services are required for the period of time planned for the leave. Examples of situations in which this may occur include, but are not limited to: simultaneous requests from two or more eligible faculty members with the same critical teaching competences within a particular discipline, or requests from eligible academic department heads, where the Employer and the department head agree that it would be desirable for the member to remain somewhat longer as department head. Such deferral shall be counted as service to be credited towards an application for a subsequent sabbatical leave.

28. Where an application meets the criteria for approval but the leave is denied due to financial or staffing constraints, the application will be given first priority the following year.
29. An employee may cancel application for sabbatical leave by notifying the principal in writing at least four months prior to commencement of the leave, or later, at the discretion of the principal.
30. A decision to deny a sabbatical leave will be given in writing to the applicant, upon request, with a clear indication of the reason(s) for the denial.

Sabbatical Leave Policy

**ANNUAL REPORT ON SABBATICAL LEAVE TO TBS**

1. The following data will be compiled on each sabbaticant:
  - a. Name
  - b. Level
  - c. Length of Sabbatical
  - d. Dates of Sabbatical
  - e. Location of Sabbatical
  - f. Purpose of Sabbatical
  - g. Salary Base
  - h. Allowance Amount
  - i. Transportation and Accommodation Expenses
  - j. Relocation Expenses (if applicable)
  - k. Total Expenses
  - l. Direct Replacement Costs
  - m. Total Costs
  
2. The annual report to TBS containing the above data on the previous academic year's sabbatical program will be prepared by the Secretary of the Screening Committee and forwarded through ADM HR (CIV) to the TBS by 31 December annually.