**University of Toronto Scarborough Research and Study Leave Form 2023-24**

*This form should only be used for regular paid research and study leaves. Please talk to your Chair/Director if you are thinking about any other type of leave.*

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| Name: | Click or tap here to enter text. |
| Rank: | Choose an item. |
| Department: | Choose an item. |
| Department of Budgetary Cross-Appointment (if applicable): | Choose an item. |

*(In the case of budgetary cross appointments, request forms should be sent to the head of the home department, and an additional copy - marked as such - provided to the other academic unit head for information purposes.)*

**REQUEST DETAILS**

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| **SECTON 1: REQUEST TYPE** |
| Is this a deferral request or research and study leave application for 2023-24? |
|  [ ]  deferral request – proceed to section 2 | [ ]  leave application – complete sections 3 and 4 |

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| **SECTION 2: DEFERRAL INFORMATION** |
| Requested By: | [ ]  Unit Head for department needs | [ ]  Faculty Member |
| Date Eligible for Leave: | Full Leave Deferral (requires 6 years of service): |
| [ ]  July 1, 2023 | [ ]  Defer leave for 6 months (i.e. January 1, 2024) with credit toward next leave. **Complete sections 3 & 4 below**.In each of these three cases, submit a new Research and Study Leave form in 2024-25. |
| [ ]  Defer leave for 12 months with credit towards next leave.  |
| [ ]  January 1, 2024 | [ ]  Defer leave for 6 months with credit towards next leave.  |
| [ ]  Defer leave for 12 months with credit towards next leave.  |
| Half Leave Deferral (requires 3 years of service): *Deferral is not needed and will continue to accrue credits towards next leave according to policy. Request to retain retro credits should be made when applying for a research and study leave.* |

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| **SECTION 3: LEAVE APPLICATION** |
| **LEAVE PERIOD** |
| (a) 6-month leave commencing:  | [ ]  July 1, 2023 | [ ]  January 1, 2024 |
| (b) 12-month leave commencing:  | [ ]  July 1, 2023 | [ ]  January 1, 2024 |
| (c) 12-month leave into two six-month periods (split leave): |
|  First six-month period from: | [ ]  July 1, 2023 | [ ]  January 1, 2024 |
|  Second six-month period from: | Click or tap here to enter text. |
| **SALARY OPTIONS** (choose one of the options below) |
| Option A: 12-month leave at 87.5% salary after 6 years of service |
| [ ]  87.50% of regular salary for 12 months | [ ]  87.50% of regular salary for two  6-month parts (split leave) | [ ]  93.75% of regular salary  for 24 months |
| Option B: 6-month leave at 100% salary after 6 years of service |
| [ ]  100% of regular salary for 6 months |
| Option C: 12-month leave at 90% salary following a successful tenure/continuing status review and promotion to Associate Professor/Associate Professor, Teaching Stream |
| [ ]  90% of regular salary for 12 months | [ ]  95% of regular salary for 24 months | [ ]  100% of regular salary for 6 months |
| Option D: 6-month leave at 87.5% salary after 3 years of service |
| [ ]  87.5% of regular salary for 6 months | [ ]  93.75% of regular salary for 12 months |
| **LEAVE CREDITS** (complete if requesting to retain credits) |
| Enter number of credits to retain (# of months/years): | Click or tap here to enter text. |
| Enter the entitlement period (month/year), if known: | Click or tap here to enter text. |
| Provide a rationale if requesting to retain more than two years of credit: |
| Click or tap here to enter text. |

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| **SECTION 4: RESEARCH AND STUDY LEAVE PROPOSAL** |
| 4.a. Proposal – statement provided by the faculty member should be sufficiently detailed (200 to 500 words) to allow the unit head to assess the feasibility of the project: |
| Click or tap here to enter text. |
| 4.b. Expected date of completion of leave project(s): |
| Click or tap here to enter text. |
| 4.c. Expected form(s) of dissemination of leave project(s). These can include book, articles, conference papers, reports, exhibitions, redesigned course, and curricular development. |
| Click or tap here to enter text. |
| 4.d. Most Significant Professional Accomplishments, including Creative Accomplishments, if applicable since most recent paid research and study leave. These can include publications, conference presentations, curricular developments and/or designs, pedagogical innovations/training, special projects, and reports. For publications, indicate whether published/accepted, refereed/non-refereed, co-author(s) if any, with title, journal/publisher, date (if published), and length. |
| Click or tap here to enter text. |
| 4.e. Any other relevant information/request: |
| Click or tap here to enter text. |

***Reminder****: At the conclusion of the leave, a report on the research and scholarship undertaken is required to be submitted to the unit head.*