

UTSC PROFESSORIAL RESEARCH AND STUDY LEAVE REQUEST FORM

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

Name: _____ Rank: _____

Department: _____ FTE: _____

Department of Budgetary Cross Appointment (if applicable): _____

(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).

PERIOD OF LEAVE AND SALARY REDUCTION ARRANGEMENT REQUESTED

(In all cases, salary reduction begins in the 1st month of leave.)

Full Leave (requires 6 years of service):

- 12 months leave; receive 82.5% of regular salary for 12 months
- 12 months leave; receive 91.25% of regular salary for 24 months
- 6 months leave; receive 100% of regular salary for 6 months

Half Leave (requires 3 years of service; may not be taken as a first leave):

- 6 months leave; receive 82.5% of regular salary for 6 months
- 6 months leave; receive 91.25% of regular salary for 12 months

First Full Leave following a successful promotion review to Senior Lecturer (requires 6 years of service):

- 12 months leave; receive 90% of regular salary for 12 months
- 12 months leave; receive 95% of regular salary for 24 months
- 6 months leave; receive 100% of regular salary for 6 months

Start Date:

- July 1, 2015
- January 1, 2016

Deferral (requires 6 years of service):

- Defer Full Leave for 12 months with credit towards next leave
- Defer Full Leave for 6 months with credit towards next leave

Most Significant Professional Accomplishments, including Creative Accomplishments, if applicable since most recent paid research and study leave. These can include publications, conference presentations, 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.

RESEARCH AND STUDY LEAVE PROPOSAL (Approximately one page):

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Expected date of completion of leave project(s):

Expected form(s) of dissemination of leave project(s). These can include book, articles, conference papers, reports, exhibitions, and curricular development:

Any other relevant information:

TO BE COMPLETED BY THE DEPARTMENT: (Please indicate start and end dates)

Date of last paid research and study leave:

Date(s) of any administrative leave(s) taken since last paid research and study leave:

Date(s) of any unpaid leave(s) taken since last paid research and study leave:

Any other leave(s) taken that may affect the present sabbatical leave:

Any leave credit carried forward from previous sabbatical (please document):