

## Schedule B

### Article 4: Research and Study Leaves

#### **Faculty**

The University of Toronto maintains a policy of research leave intended for academic study, research, and writing which provides means for faculty members to increase their knowledge, further their research and scholarship, stimulate their intellectual interests, and strengthen their contacts with the community of scholars, thus enhancing their contributions to the research and teaching activities of the University of Toronto. Research leave shall be regulated by the following principles:

- (a) A faculty member on 50 percent or greater appointment shall be entitled to apply for research leave of twelve (12) months at eighty-seven and one-half (87.5) percent salary after every six years of service at the University of Toronto. Such leave shall not be unreasonably denied. Research leave normally will commence on July 1. Compensation for 12 month Research and Study Leave will be at 90% for the following faculty only: (i) for tenured faculty, the first research and study leave following a successful tenure review and promotion to associate professor; (ii) for teaching stream faculty, the first research and study leave following a successful continuing status review and promotion to associate professor, teaching stream or senior lecturer.
- (b) As an alternative, each faculty member on 50 percent or greater appointment shall be entitled to apply for research leave of six months at full salary, after the same period of service. Such leave shall not be unreasonably denied. Such leave may commence either July or January 1, subject to the approval of his or her chair, dean or principal.
- (c) As an alternative and subsequent to the leave in (a) or (b) above and where the academic unit's teaching program permits, each faculty member on a 50 percent or greater appointment who has not entered the phased retirement program shall be entitled to apply for research or study leave for a six month period (from July 1 to December 31 or January 1 to June 30) after every three years of service at 87.5 percent salary. Such leave shall not be unreasonably denied.
- (d) A faculty member who is entitled to apply for a research leave under (a), above, may request that he or she defer the leave by up to one year. Such request shall not be unreasonably denied; and, where the request has been granted, the period of time between the date on which the leave would have commenced in the absence of the deferment and the actual date on which the leave commences, to a maximum of one year, shall be credited as "service to the University of Toronto" for purposes of calculating the faculty member's accrued service in respect of the faculty member's next research and study leave application,
- (e) The research leave allowance to which such faculty member is entitled may be paid in part as a research grant, made in accordance with University policy for awarding research grants. In appropriate circumstances the schedule of payments of research leave allowances shall be at the discretion of the faculty member concerned.

- (f) Faculty members on research leave shall be entitled to salary increases and consideration for promotion on the same basis as all other faculty members. Staff benefits will continue on the same basis. (g) A faculty member who wishes to take research leave shall request such leave in writing from his or her chair, dean, or principal no later than October 31 of the academic year preceding. Every request for research leave requires the approval of the Vice-President and Provost of the University of Toronto. Normally the response in principle to the request should be given by December 31 and confirmed by March 31 of the academic year preceding. Such requests may be withdrawn up to three months prior to the academic year in which the leave is to be taken. Afterwards, they can be withdrawn only with the consent of the appropriate University authority. However, this consent shall not be unreasonably denied, particularly in cases where the circumstances are beyond the control of the individual.

Requests for research leave should be accompanied by a statement of the research and scholarship, which may include creative professional activities, the faculty member proposes to undertake and at the conclusion of the leave a report of the research and scholarship, which may include creative professional activities, shall be required by the chair, dean or principal.

### **Librarians**

- a) All full-time librarians having permanent status shall be eligible to apply for research leave or study leave. In granting such leave, the University Chief Librarian (or the appropriate academic administrative head) shall ensure that the operational requirements are adequately met. Study leave, i.e., registration in a formal program of studies, whether or not it leads to a degree, may be granted when the program of studies is of mutual benefit to the librarian and the University of Toronto Library System (UTL) or University. The amount of paid study leave which may be granted shall be determined by length of continuous service:

After 3 years	6 months
After 4 years	8 months
After 5 years	10 months
After 6 years or more	12 months

During a study leave, the librarian shall receive 50 percent salary.

Research leave may be granted when the librarian has demonstrated the potential to benefit from the leave, and when the research proposed can be made use of in the librarian's continuing employment with the University. A 12-month research leave at 87.5 percent salary may be granted after 6 years of continuous service as a librarian at the University. Alternatively, a 6-month research leave at full salary may be granted after 6 years of continuous service at the University. As an alternative and subsequent to the first leave above, a 6-month leave at 87.5 percent salary may be granted after every three years of service. Compensation for 12 month research leave will be at 90 percent for the

following librarians only: librarians taking the first research leave following a successful permanent status review and promotion to Librarian III. The choice of option shall rest with the librarian and should be specified at the time application is made.

Research leave and study leave entitlements are alternative not cumulative. Neither leave shall be regarded as a break in continuous service. Neither study leave nor research leave need be taken in a single unbroken period. Subject to the above provisions leave shall not be unreasonably denied.

A librarian who is entitled to apply for a research leave or study leave may request that they defer the leave by up to one year. Such request shall not be unreasonably denied; and, where the request has been granted, the period of time between the date on which the leave would have commenced in the absence of the deferment and the actual date on which the leave commences, to a maximum of one year, shall be credited as "service to the University of Toronto" for purposes of calculating the librarian's accrued service in respect of the librarian's next research leave application.

- b) The status of librarians on a research leave or study leave is protected with respect to salary increases and promotion. Staff benefits shall continue on the same basis during the leave.
- c) Applications for research leave or study leave shall be made in writing to the University Chief Librarian with a copy to the appropriate academic administrative head and the librarian's supervisor(s) at least six months in advance. Requests for leave shall include a statement of the research or study the librarian proposes to undertake, and upon return a report of the study leave, or the research and scholarship accomplished shall be provided to the University Chief Librarian and the appropriate academic administrative head with a copy to the librarian's supervisor(s). Recommendation for leave by the University Chief Librarian requires the approval of the Vice-President and Provost.
- d) Librarians granted research leave may receive a portion of their salary while on leave in the form of a research grant, under the same terms and conditions as faculty members. Librarians granted study leave for work leading to a degree may, on the recommendation of the University Chief Librarian, receive a portion of their salary while on leave as a fellowship.
- e) If additional funds are received from other sources, the amount of salary is adjusted so that the total remuneration does not exceed 100 per cent of salary plus a reasonable amount for travel and research.
- f) A part-time librarian who holds the third in a series of three (3)-year part-time appointments and who for the whole period has held an appointment of 50 percent or more, shall be eligible to apply for research leave or study leave for up to twelve (12) months at 50 percent of the part-time salary.