



University of Victoria

## Administrative Leave Application 2018/19 Academic Year

This application must be submitted to your unit head by Monday, October 2, 2017.

Name:	V#: V00	Rank:
Academic Unit:	Faculty:	

### REQUESTED LEAVE

# of months requested:	six	twelve	
Starting on:	1 Jul 2018	1 Jan 2019	
and ending on:	31 Dec 2018	30 Jun 2019	31 Dec 2019
Comments:			

### PRIOR STUDY/ADMINISTRATIVE LEAVE(S)

Will this be your first leave?                      Yes                      No

If not, what were the dates of your last leave?                      to

Is the report from your last leave attached?                      Yes                      No

If not, give reason:

As per the provisions of the Collective Agreement, if leave is granted, I agree to return to my duties at the University for not less than a period of time that is equal to the length of the leave (*section 43.12*); and, upon return, to file the prescribed report prior to the next salary adjustment review (*section 43.24*).

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

## QUALIFYING SERVICE PERIOD DETAILS

The 'qualifying service period' is the length of time since either your initial appointment or return from the most recent study/administrative leave, and the day before the start date of your current leave request.

**Qualifying service period start date:**

**End date:**

**Number of months in qualifying service period:**

**Were any previously approved leaves deferred?**

**No**

**Yes, at my request      Reason:**

**Yes, at the request of the University**

**Do you have leave credit that was previously granted?**

**No**

**Yes, at recruitment**

**Number of months:**

**Yes, due to previous deferral**

**Number of months:**

**Did you work part-time or on a reduced appointment at some time during the qualifying service period?**

**Yes**

**No**

*The Collective Agreement stipulates that certain leaves are not counted as eligible years of service. Please indicate if you have taken following during your qualifying service period:*

**1) Type of leave taken:**

**Start date:**

**End date:**

**2) Type of leave taken:**

**Start date:**

**End date:**

**3) Type of leave taken:**

**Start date:**

**End date:**

All of the following sections must be completed. If necessary (or you'd prefer), you may attach supporting documents to your application. Please ensure that you have indicated where there is an attachment and that it is clearly labeled with the section heading.

I. **ABSTRACT**

attachment:

Yes

No

*Provide an abstract explaining the proposed project for the leave, including an indication of the relationship between the objectives of the project and your duties and scholarly activities at the University.*

II. **PLANNED ITINERARY**

attachment:

Yes

No

III. **USE OF FACILITIES AT UVIC**

attachment:

Yes

No

*Provide a statement outlining the proposed use of any space or facilities at UVic during the leave.*

IV. **COLLABORATION WITH OTHER INSTITUTIONS**

attachment:

Yes

No

*Where collaboration or use of facilities at other institutions is an integral element of the proposed project, provide either a) documentation with respect to arrangements that have been completed; or b) requests for the use of facilities or plans for collaboration.*

V. **FUNDING OPPORTUNITIES**

attachment:

Yes

No

*Provide a statement indicating the availabilities of fellowships, travel grants, grants-in-aid (received or pending), and other outside support for the leave.*

**VI. SUPERVISION OF GRADUATE STUDENTS**

attachment:

Yes

No

*State arrangements made for the supervision of graduate students. Please name interim supervisors, or indicate how you will continue to be involved in their supervision while on leave.*

**VII. SCHOLARLY UPDATE**

attachment:

Yes

No

*Provide an update of scholarly developments resulting from your previous leave, if applicable.*