

How do I...

Apply for Administrative Leave?

Applications for Administrative Leave must be submitted by **October 1st**.

An Administrative Leave may begin on either July 1st or January 1st of the academic year following the year in which the application is made. *(For example - if you want to take a leave that begins on either July 1, 2016 or January 1, 2017, your application must be submitted by October 1, 2015.)*

IMPORTANT:

Please do not copy and paste text from a Microsoft Word document into the application form. The formatting will not be retained by the online application form and will cause errors in the system. Please **type directly into the text boxes** using plain text (Plain text includes all characters on your keyboard, but does not include formatting that is done by a word processor such as bulleting, special symbols, fancy italics, etc...)

You can attach any relevant documents (in PDF or word format) to your application. Use the attach button found on the bottom of application then browse on your computer to attach the documents to your application. Please identify the names of any attached documents in the corresponding text box of your application.

When entering qualifying dates into the form please use the calendar feature that is located to the right of the box to ensure correct date formatting. If you do not use the correct format, you will receive an error message when you attempt to save or complete your application.

The qualifying service period is from the date of initial appointment or the date of return from last leave to the day before the start date of this leave request.

* Qualifying Service Period Start Date:

* Qualifying Service Period End Date:



Application Process

- Navigate to "My Page" (<https://www.uvic.ca/cas/login?service=https://www.uvic.ca/mypage/Login>)
- Select "Employee Services" from the menu on the left.

Personal profile

Collections

My home

Student services

Employee services

-Add Content

-Collection Options

Bookmarks

Add collection

Content finder

go

Open content

Employee Services

News Pay Information Leaves & Benefits Tax Forms Time Sheet Instructional Aids Pro-D Info

Waivers

Sign your Athletics & Recreation facility waiver 2015/2016

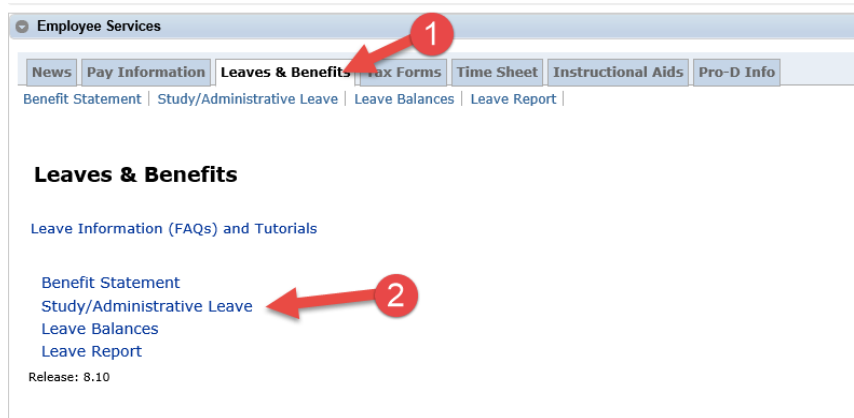
What would you like to do?

- Update profile and addresses
- View pay stub
- Download tax slips
- View job status
- View professional development information
- View career opportunities
- Post a job (for administrators)
- View job evaluation resources

Employee announcements

Sorry, no information is available at the moment. Please check back.

- Select the “Leaves & Benefits” tab, then “Study/Administrative Leave”



Employee Services

News Pay Information **Leaves & Benefits** Tax Forms Time Sheet Instructional Aids Pro-D Info

Benefit Statement | Study/Administrative Leave | Leave Balances | Leave Report |

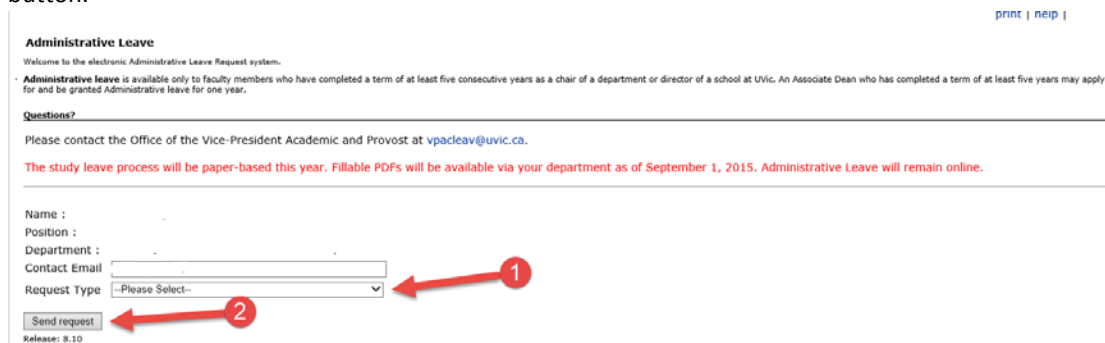
Leaves & Benefits

Leave Information (FAQs) and Tutorials

Benefit Statement
Study/Administrative Leave
Leave Balances
Leave Report

Release: 8.10

- Select ‘Administrative Leave’ from the drop-down menu “Request Type”, then click the ‘Send request’ button.



print | help |

Administrative Leave

Welcome to the electronic Administrative Leave Request system.

Administrative leave is available only to faculty members who have completed a term of at least five consecutive years as a chair of a department or director of a school at UVic. An Associate Dean who has completed a term of at least five years may apply for and be granted Administrative leave for one year.

Questions?

Please contact the Office of the Vice-President Academic and Provost at vpacleav@uvic.ca.


The study leave process will be paper-based this year. Fillable PDFs will be available via your department as of September 1, 2015. Administrative Leave will remain online.

Name :
Position :
Department :
Contact Email :
Request Type : --Please Select--

Send request

Release: 8.10

- Your request is then sent to the Workflow system, where an account will be created for you. You should see the following message:

 **University of Victoria** | Vice-President Academic and Provost

Success

Your application has been initiated and the workflow process has begun.

Please check your email account for a link to the workflow process to continue your application.

- An automated email will be sent when your administrative leave application is available for you to complete. The email will contain a direct link to your application in Banner Workflow. You will be prompted to enter your Netlink ID and password in order to access your application.

From: vpacleav@uvic.ca [<mailto:vpacleav@uvic.ca>]
Sent: September-12-14 2:51 AM
To:
Subject: Application Initiated -

This email is for Barney Rubble as part of the application process for Administrative Leave.

The University of Victoria Workflow Administrative Leave application is ready for you. Click here to begin or resume your application. We encourage you to review the guide for completing the application which can be found on the VPAC website. Please note that you will require your Netlink ID and password to enter the site to complete your application.

During the process of completing your application, you may save your work with the Save & Close button located at the bottom of the application, then return to complete your application by logging into Banner Workflow: <https://workflow.uvic.ca/wfban2p/logon.jsp>.

Once finished, click the Complete button. You will then receive by email a record of your leave request and your application will automatically forwarded to the chair/director of your department/school for his/her review.

Please complete your application by the deadline of **October 1st**. If you have any questions on completing your application, please contact [the study leave coordinator](#) (campus local: 4344) at the office of the Vice-President, Academic and Provost.

Thank you from VPAC.

- The application will be pre-populated with your personal information. Fields that must be completed are marked with an asterisk (*).
- You can save your application and return to it later by clicking on the 'Save & Close' button at the bottom of the page. To return, log in to Banner Workflow at <https://workflow.uvic.ca/wfbn2p/logon.jsp> and go to your 'Worklist'. **You cannot access your application via "My Page" – attempting to do so will initiate a second application.**

- To avoid losing your work, we highly recommend clicking the 'Save & Close' button regularly while you are working on your application. Please also note that **Workflow will time-out after 30 minutes of inactivity** and any unsaved data will be lost.
- When you are ready to submit your application, click on the 'Complete' button. Once you have done so, the application will disappear from your Banner Worklist and it will be automatically forwarded by the Workflow system through the approval process.
- Once you have submitted your application, you will receive via email an electronic record of your administrative application. Please keep this email as a record of your application.
- You will be notified by the Provost as to whether your application for administrative leave has been approved by **January 31st**.

Amendments

- If an amendment or further information is required by the Dean or Provost, you will receive an email notification. The subject line will state "Amendment Required".
- You can access your application either via the email (click here), or by logging directly into Banner Workflow at <https://workflow.uvic.ca/wfbn2p/logon.jsp>.
- Update the fields as requested in the assessment notes.

* Abstract:

This is my 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.

If the application later needs an amendment to your abstract, the details will appear here.

Abstract Assessment:

Please expand on your abstract. More detail is required.

- Once you have entered the information requested, click the "Complete" button to re-submit your application.
- You will then receive via email another electronic version of your application.

If you have any questions, please contact Irene Statham (cooracad@uvic.ca) in the VPAC office.