

# **Administrative Leave Application**

# 2026/27 Academic Year

The application must be submitted to your line authority no later than October 1, 2025

Name:		V00			
Academic Unit:		Rank:			
Faculty:					
REQUESTED LEAVE # of months requested:	SIX	TWELVE			
Starting on:	1 July, 2026	January 1, 2027			
Ending on:	31 Dec, 2026	30 June, 2027	31 Dec, 2027		
Comments:					
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 (unless waived by the Provost); and, upon return, to file the prescribed report prior to the next salary adjustment review as per Article 34.					
Applicant 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 or administrative leave, and the day before the start day of your current leave request.

What were the dates of your last stu	udy or administrative	leave?	То	N/A
Qualifying service period start date:		end date		
Number of months in qualifying servincluding any unused service credits cafrom a previous leave	•			
Were any previously approved study	/ leaves deferred?			
Yes, at my request	Reason:			
Yes, at the request of the L	Iniversity			
Do you have a study leave credit that	at was previously gran	ted?		
No	, and provide and grant			
Yes, at recruitment	# of mon	ths:		
Yes, due to deferral	# of mon	ths:		
Were you on a Reduced Workload/p	art-time appointmen	t at some time during	g the qualifying serv	ice period?
Yes No				
The Collective Agreement stipulates indicate if you have taken a leave du		_	ible years of service	. Please
Type of leave taken:				
Start date:	E	ind date:		
Type of leave taken:				
Start date:	E	ind date:		
Type of leave taken:				
Start date:	E	ind date:		

All of the following sections must be completed. You should attach relevant supporting documents to your application, and indicate the name of the attachment within the relevant section.					
I. ABSTRACT					
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.					
Attachment Name					
N/A					
II. PLANNED ITINERARY					
Attachment Name					
N/A					

III. USE OF FACILITIES AT UVIC					
Provide a statement outlining the proposed use of any space or facilities at Uvic during the leave					
Attachment Name					
N/A					

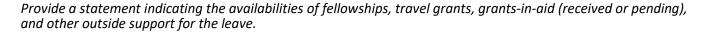
### IV. COLLABORTATION WITH OTHER INSTITUTIONS

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

Attachment Name

N/A

### V. FUNDING OPPORTUNITIES



**Attachment Name** 

N/A

#### VI. SUPERVISION OF GRADUATE STUDENTS

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

**Attachment Name** 

N/A

## VII. SCHOLARLY UPDATE

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

Attachment Name

N/A