



University
of Victoria

Librarian

Study Leave Application: Retirement Incentive Program 2, Option 2

*The application must be submitted to your Supervising Librarian no later than **April 30, 2023***

Name: _____ V# _____

Rank: _____

REQUESTED LEAVE

# of months requested:	Three	Six		
Starting on:	July 1, 2023	January 1, 2024	July 1, 2024	January 1, 2025
ending on:	Sept 30, 2023	March 31, 2024	Sept 30, 2024	March 31, 2025
	Dec 31, 2023	June 30, 2024	Dec 31, 2024	June 30, 2025

PRIOR STUDY LEAVE(S)

Will this be your first study leave?

☐ Yes

☐ No

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

to

Is the report from your least study leave attached?

☐ Yes

☐ No

If not, give reason:

As per the provisions of the Retirement Incentive LOU if leave is granted, I agree that my irrevocable notice of retirement will be effective the day following the end of my approved Study Leave.

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 leave, and the day before the start day of your current leave request.

Qualifying service period start date:

End date:

Number of months in qualifying service period:

Were any previously approved study leaves deferred?

☐

No

☐

Yes, at my request

Reason:

☐

Yes, at the request of the University

Do you have a study leave credit that was previously granted?

☐

No

☐

Yes, at recruitment

of months:

☐

Yes, due to previous deferral

of months:

Were you on a Reduced Workload/part-time 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 a leave during your qualifying service period:

Type of leave taken:

1. Start date:

End date:

2. Start date:

End date:

3. 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.

VII. SCHOLARLY UPDATE

attachment:

Yes

No

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