



University  
of Victoria

## Study Leave Application

### Librarians

*This application must be submitted to the University Librarian at least 6 months prior to the requested start date.*

Name:	V#:	Rank:
# of months requested:	three	six
Requested leave dates:	to	

#### 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 last study leave attached?	Yes	No
If not, give reason:		

#### 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 date 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 study 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

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 44.8*); and to file the prescribed report within 90 days of my return (*section 44.21*).

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

Section 44.12 of the Collective Agreement stipulates that certain leaves are not counted as eligible years of service. Please indicate if you have taken any of the 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 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. **UPDATE**

attachment:

Yes

No

*Provide an update of scholarly activity or contributions made to the Library, as a result of your previous leave. (If applicable)*