



# Faculty Leave Committee Brochure





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The Faculty Leave Committee exists in consequence of the terms of the Collective Agreement between the Board of Governors of Mount Royal University and the Mount Royal Faculty Association. Its mandate is defined by the terms of that agreement and is subject to change.

## MEMBERSHIP

The Faculty Leave Committee is comprised of:

- two [2] tenured members of the Association, elected by the association;
- the Vice-President, Academic [who will chair the Committee]
- one dean/director appointed by the Vice-President, Academic
- one person designated by the Vice-President, Academic who is acceptable to the three other members of the Committee

Quorum consists of no fewer than four [4] members of the Committee, of which two must be the elected faculty representatives.

## PRINCIPAL RESPONSIBILITIES

The Faculty Leave Committee is responsible for the evaluation of applications for professional leaves, sabbaticals and four-for-five leaves and for the evaluation of applications for annual increment during parental leaves.

The responsibilities of the Faculty Leave Committee do not include the following:

- parental leave
- illness leave
- compassionate leave
- chairs' sabbatical
- leaves of absence with or without pay
- leaves for reasons not covered under the terms of reference for the Committee

Applications for such leaves should be addressed in accordance with procedures and requirements outlined in the Collective Agreement.



## COMMUNICATIONS

All proceedings of the Faculty Leave Committee are held in camera. The Committee reports decisions and recommendations in confidence to individual applicants and relevant University officers.

The Committee may invite comment from any person or organization it has reason to believe may possess relevant information or opinion with regard to an applicant or an application. Applicants are permitted access to all written documentation submitted to the Committee with respect to their own applications.

Committee decisions or recommendations are rendered in signed communication from the Chair of the Committee. Decisions of the Faculty Leave Committee are final. In the event that not all leaves are allocated in the initial funding period, the committee will establish another deadline for applications.

Questions relating to process may be addressed to the secretary of the committee; questions relating to the decisions of the committee may be addressed to the committee chair. Written communication to the committee should be addressed to the Chair, Faculty Leave Committee, Mount Royal University, 4825 Mount Royal Gate S. W., Calgary, AB, T3E 6K6.

The Committee may not alter deadlines established by the Collective Agreement. Awareness of guidelines, process and deadlines is the responsibility of employees.

## CONFIDENTIALITY GUIDELINES

Leave applicants and members of the Faculty Leave Committee have confidentiality and privacy rights and responsibilities.

### ***Confidentiality***

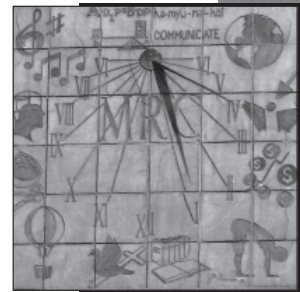
The Faculty Leave Committee has explicit confidentiality provisions. They are:

1. All recorded information is provided in confidence
2. All information, oral or written, created, gathered, received or compiled during the deliberations of the Faculty Leave Committee is to be treated as confidential by both the applicant and the members of the Committee
3. Information may be provided to appropriate University officials on a need-to-know basis
4. Confidentiality is subject to any limits or disclosure required by law
5. Any person breaching confidentiality may be subject to disciplinary sanction

### ***Freedom of Information and Protection of Privacy***

Records are created in the course of the committee work for the determination of approval/ disapproval of professional leaves as described under Section 11.6(a) of the Collective Agreement between the Mount Royal Faculty Association and the Board of Governors of Mount Royal University. Such records contain highly sensitive personal information. As University records they are subject to the Alberta Freedom of Information and Protection of Privacy (FOIP) Act. The provisions of the Act regulate the collection, manner of collection, accuracy, retention, protection, use and disclosure of personal information.

Under FOIP, any individual may request access to any record held by the University according to Section 2(a) of the Act. Formal access requests are handled on a case-by-case basis and document-to-document basis by the Mount Royal University Privacy Office. Information deemed to be an unreasonable invasion of an individual's privacy as according to Division 2 of the FOIP Act will not be disclosed unless allowances to disclose personal information apply under section 40 of the Act. The personal information gathered throughout the Faculty Leave Committee process is collected under the authority of the University Act and the Alberta Freedom of Information and Protection of Privacy Act section 33(c). The information will be used to determine whether the application for leave meets the criteria. Personal information is protected by the Alberta Freedom of Information and Protection of Privacy Act and can be reviewed upon request as prescribed under section 36(1) of the FOIP Act.



## REFERENCE TO CHAIR

The term chair refers, as appropriate, to the chair of the academic unit.

Only tenured chairs will participate in the evaluation or interview process for leave applicants. In cases where the chair is a tenurable employee or an applicant, the dean is responsible for the evaluation of the leave application and the interview process for the leave application in accordance with the chairs' requirements.

## FACULTY LEAVE COMMITTEE FORMS

Applicants, chairs, deans and peers are required to submit information on approved Faculty Leave Committee forms. Applicants and evaluators are encouraged to submit additional information which may be relevant to the Committee's evaluation of an application. The following forms are approved by the Faculty Leave Committee:

FACULTY LEAVE COMMITTEE FORMS	
<i>Professional Leave/Sabbatical</i>	
<b>FLC Form 201</b>	Professional Leave/Sabbatical: <b><i>Application</i></b>
<b>FLC Form 202</b>	Professional Leave/Sabbatical: <b><i>Peer Evaluation</i></b>
<b>FLC Form 203</b>	Professional Leave/Sabbatical: <b><i>Supervisor's Evaluation</i></b>
<b>FLC Form 204</b>	Professional Leave/Sabbatical: <b><i>Final Report</i></b>
<i>Four-for-Five Leave</i>	
<b>FLC Form 401</b>	Four-for-Five Leave of Absence: <b><i>Supervisor's Recommendation</i></b>

Copies of the forms are available at the  
Office of the Provost and Vice-President, Academic 403.440.6731  
and on the 'P' drive: Forms: Faculty Leave Committee

## PROFESSIONAL LEAVE/SABBATICAL GUIDELINES AND PROCEDURES

### *Professional Leave*

A professional leave may be granted to an employee to undertake an acceptable plan of appropriate study which will improve the employee's personal and professional competence.

Employees granted professional leave shall retain their position and seniority, shall be granted their annual increment of salary, where applicable, and shall receive all benefits.

During an academic year [15 August – 14 August] the Board shall make available no fewer than the equivalent of three [3] annual professional leaves and two [2] professional leaves which are for either the Fall Semester or Winter Semester.

A Fall Semester leave is for the period 15 May – 31 December, inclusive of vacation.

A Winter Semester leave is for the period 1 January – 14 August, inclusive of vacation.

The Faculty Leave Committee may grant leaves of up to twenty-four [24] months in length, but shall normally give priority to annual leaves and Fall Semester or Winter Semester leaves.

For the purpose of calculating the number of leaves provided in an academic year, the Fall Semester and Winter Semester leaves shall be counted as one half [1/2] an annual leave.

An employee on an annual professional leave shall be paid salary at eighty per cent [80%] of his/her regular annual salary rate.

An employee on a Fall Term leave or a Winter Term leave shall be paid salary at ninety per cent [90%] of his/her regular annual salary rate during the leave.

An employee may earn income for work that is in addition to the plan of approved study, providing the total amount of earned income received, including the amount of salary received while on leave [i.e. 80% or 90% dependent on the type of professional leave] does not exceed one hundred and twenty-five per cent [125%] of his/her regular salary. Plans to augment earned income while on leave shall be declared in the applicant's leave proposal. All earned income, in excess of salary earned while on leave [i.e. the 80% or 90%] must be reported by the employee to the employee's dean and the Faculty Leave Committee within thirty [30] days of completion of the professional leave.

Full-time tenured employees shall be eligible to apply for a professional leave, and when making such application shall undertake to provide return service upon completion of the leave, for a period of time equal to two [2] times the length of the leave granted. Return service shall include time taken during all forms of paid or partially paid leaves, but it shall not include time taken during a leave without pay. Failure to comply fully with such undertaking by an employee shall result in a proportionate amount of all monies advanced by the Board being repayable to the Board by the employee.

## CRITERIA FOR PROFESSIONAL LEAVES

### ***Dimensions***

The Faculty Leave Committee will assess the quality of the proposal by considering the appropriateness of the substance of each proposal, the benefits which would ensue from its being undertaken and its practicability.

### ***Appropriateness***

A professional leave may include a number of activities. Given the mission and values of the University, and all else being equal, a course of study leading to a degree required for professional advancement within the institution [typically a PhD or terminal degree] will be prioritized over other activities. These may include, but are not limited to:

- a course of study leading to increased mastery of the applicant's field or the development of an additional area of specialization within the applicant's field, or the development of a new field or specialization;
- professional development of a scope or nature not possible through normal workload assignment;
- study designed to improve teaching effectiveness;
- study designed to improve professional practice.

Applications for professional leave will be adjudicated on the basis of the quality of the application and the feasibility of completing proposed objectives within the period of the leave. Descriptions of personal circumstances are not normally considered relevant and should not be included in the application.

### ***Benefit***

Professional leave applications should demonstrate clear promise of producing results beneficial to the faculty member as a teacher, scholar or professional practitioner, to the students and/or to the University.

### ***Practicability***

The objectives of the proposed leave must be both clearly defined and realistically achievable. A proposal submitted by an applicant must be sufficiently specific and detailed to demonstrate that the applicant has a well designed plan and reasonable assurance that this activity can be completed within the time period of the leave.

### ***Past Performance/Final Reports***

The final report from a previous award, if any, will be reviewed by the Faculty Leave Committee for the purpose of verifying that significant progress was made toward completion of the proposed course of study or that legitimate reasons exist for modification of the original objectives.



## SABBATICAL

A sabbatical may be granted to an employee to undertake an acceptable plan of appropriate research which will improve the employee's professional competence.

Employees granted a sabbatical shall retain their position and seniority, shall be granted their annual increment of salary, where applicable, and shall receive all benefits.

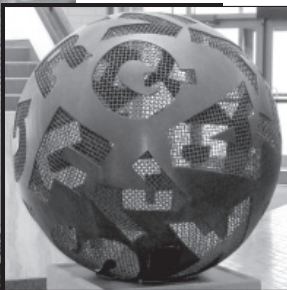
During an academic year [15 August – 14 August] the Board shall make available no fewer than the equivalent of four [4] annual sabbaticals and three [3] sabbaticals which are for either the Fall Semester or Winter Semester.

A Fall Semester sabbatical is for the period 15 May – 31 December, inclusive of vacation. A Winter Semester sabbatical is for the period 1 January – 14 August, inclusive of vacation. The Faculty Leave Committee may grant annual sabbaticals and Fall Semester or Winter Semester sabbaticals. For the purpose of calculating the number of sabbaticals provided in an academic year, the Fall Semester and Winter Semester sabbaticals shall be counted as one half [1/2] an annual sabbatical.

An employee on an annual sabbatical shall be paid salary at eighty per cent [80%] of his/her regular annual salary rate.

An employee on a Fall Semester or Winter Semester sabbatical shall be paid salary at ninety per cent [90%] of his/her regular annual salary rate during the sabbatical.

An employee may earn income for work that is in addition to the plan of approved research, providing the total amount of earned income received, including the amount of salary received while on sabbatical [i.e. 80% or 90% dependent on the type of sabbatical] does not exceed one hundred and twenty-five per cent [125%] of his/her regular salary. Plans to augment earned income while on leave shall be declared in the applicant's sabbatical proposal. All earned income, in excess of salary earned while on sabbatical [i.e. the 80% or 90%] must be reported by the employee to the employee's dean or director and the Faculty Leave Committee within thirty [30] days of completion of the sabbatical.



Full-time tenured employees shall be eligible to apply for sabbatical, and when making such application shall undertake to provide return service upon completion of the leave, for a period of time equal to one [1] times the length of the sabbatical granted. Return service shall include time taken during all forms of paid or partially paid leaves, but it shall not include time taken during a leave without pay. Failure to comply fully with such undertaking by an employee shall result in a proportionate amount of all monies advanced by the Board being repayable to the Board by the employee.

Applications for sabbaticals primarily involving course work and/or projects qualifying for credit towards a degree or professional certification are not considered adequate justification for a sabbatical.

## CRITERIA FOR SABBATICALS

### ***Value and Professional Growth***

Sabbatical leave activity will be judged by the Faculty Leave Committee to be of value to the University and to have an important contribution to the professional growth of the applicant and/or to the field of the applicant.

Applications for sabbaticals will be adjudicated on the basis of the quality of the research and the feasibility of completing proposed objectives within the period of the leave. Descriptions of personal circumstances are not normally considered relevant and should not be included in the application.

### ***Uninterrupted Time and Location***

Sabbatical leave activity should be of a nature that may not normally be pursued or pursued as expeditiously while the faculty member is engaged with regular academic responsibilities. The sabbatical leave is intended to provide an uninterrupted period of time for scholarly enrichment. The location of the sabbatical must be related to the purpose of the leave and scholarly activities.

### ***Research***

Sabbatical leave activity should involve original scholarship and research. The applicant should indicate the importance of the leave activities and the preparation that has gone into the proposed project.

### ***Past Performance or Potential for Effectively Using a Sabbatical***

The past performance of the applicant where it may exist, and/or the quality of the proposal on the occasion of a first or subsequent application, will be evaluated to determine the likelihood of successfully completing the proposed project. The Faculty Leave Committee will focus special attention on the past performance of the applicant when on sabbatical leave and/or during periods when the applicant was supported by research grants.

### ***Specific Plan***

An application for a sabbatical leave must be sufficiently specific and detailed to demonstrate that the applicant has a well-designed project and reasonable assurance that this activity can be completed within the time period of the sabbatical leave.

### ***Quality of the Proposal***

**High quality proposals have the following characteristics:**

- ***Focus*** — the proposal has one or more specific goals, each leading to a scholarly outcome. The nature of the outcome varies and may include, for example, a publishable manuscript, a research paper, a concert tour, an undergraduate research program, a significant acquired skill or an art exhibit.
- ***Groundwork*** — initial background work is expected at the time that a sabbatical proposal is submitted. While it is realized that many details cannot be dealt with until the proposal is formally approved, tentative commitments and preparation greatly strengthen a proposal. For example, if travel constitutes a component of the proposal, tentative letters of commitment from possible destinations are significant in documenting the feasibility of the proposal.
- ***Qualifications*** — an application for a sabbatical should convince the Committee that the candidate has necessary qualifications and abilities to complete the task(s) outlined in the proposal. When appropriate, supporting letters from individuals external to the University may be influential.



## APPLICATION PROCEDURES FOR PROFESSIONAL LEAVE AND SABBATICAL

### **General Instructions**

1. Individuals who may be interested in applying for a professional leave/sabbatical are encouraged to consult Article 17 — *Leaves from the University* — in the Collective Agreement between the Board of Governors and the Mount Royal Faculty Association.
2. Appropriate forms may be obtained from the Office of the Provost and Vice-President, Academic.

### **Overall Procedures**

1. Each application will be reviewed by the Faculty Leave Committee.
2. The Faculty Leave Committee requires that proposals for professional leave/sabbatical are evaluated by the chair, dean, one or more peers who may be internal or external to MRU, and others whose opinions are deemed relevant or appropriate by the Committee. Applicants will have access to all written submissions concerning their application.
3. Employees will apply to their chair or, in areas where the position of chair does not exist to the dean or designate for the area, for a professional leave/sabbatical by the second Friday in October. The dean will forward applications, with supporting documentation, to the Faculty Leave Committee by the second Friday in November.
4. If deemed necessary or appropriate, applicants may be interviewed by the Faculty Leave Committee with respect to proposals.
5. Professional leave/sabbatical recipients who are unable to use their leave during the period in which it was granted may undertake the leave in the following year. If recipients are unable to use their leave in the subsequent year, the leave shall be deemed forfeit and a leave of equivalent length will be added to the total to be granted for that subsequent year.
6. In the event that the Faculty Leave Committee approves fewer professional leaves than the number made available, those remaining leaves shall be considered available for any outstanding applications for sabbatical which the Faculty Leave committee approved but were unable to grant.
7. In the event that the Faculty Leave Committee approves fewer sabbaticals than the number made available, those remaining leaves shall be considered available for any outstanding applications for professional leave which the Faculty Leave committee approved but were unable to grant.
8. The Faculty Leave Committee will notify applicants in writing, by December 20, of professional leave/sabbatical decisions.



### ***Instructions for Applicant***

1. The applicant is responsible for initiating the application by completing the current form for professional leave/sabbatical [FLC Form 201] and for submitting one [1] copy of that completed form and one [1] copy of other supporting documents, including peer evaluations [FLC Form 202] to the chair by the second Friday in October.
2. The most important feature of the application is the clear identification of the purpose of the proposed professional leave/sabbatical and its benefits for the individual and the University.
3. If one of the purposes of the professional leave/sabbatical is to develop copyright material, Article 19 — Copyright — of the Collective Agreement should be consulted.
4. Applicants who may wish to apply for a research grant in conjunction with a professional leave/sabbatical should consult Article 17 — Leaves from the University — of the Collective Agreement.
5. Using the form provided by the Faculty Leave Committee, [FLC 204], leave recipients are required to submit, to the Provost and Vice-President, Academic and to the Associate Vice-President, Research Services no later than two months following completion of the leave, a final report which provides evidence which demonstrates that outcomes and objectives identified in the leave application have been achieved. If it is not possible to complete those, the report should provide an explanation and indicate when the Faculty Leave Committee may expect final results.

### ***Instructions for Peers***

1. Upon receiving an application and supporting documentation from the applicant, the colleague will:
  - evaluate the proposed professional leave/sabbatical application, using the form provided by the Faculty Leave Committee [FLC Form 202];
  - provide a copy of the completed evaluation to the applicant and ensure that it is signed by the applicant prior to its submission to the chair;
  - submit one [1] copy of the completed evaluation form to the chair by the second Friday in October.

### ***Instructions for Chair***

1. In the interest of the professional development of individuals, the development of the department, and the strengthening of programs, the chair will:
  - notify full-time tenured academic staff members of the opportunities and conditions for professional leave/sabbatical established by the Collective Agreement and the Faculty Leave Committee;
  - encourage and facilitate applications for professional leave/sabbatical.



2. Upon receiving an application and supporting documents, the chair will:
  - review the application and supporting documents with the applicant to ensure completeness;
  - evaluate the proposed professional leave/sabbatical application using the form provided by the Faculty Leave Committee [FLC Form 203];
  - ensure that the applicant is provided with a copy of the completed evaluation form and any written remarks of the chair concerning the application;
  - submit one [1] copy of the completed application, the evaluation form and all supporting documents to the dean by the last Friday in October for evaluation.
3. If deemed necessary or appropriate, the chair may be interviewed by the Faculty Leave Committee with respect to proposals.

### ***Instructions for Dean/Director***

1. In the interest of professional development of individuals, the development of the Faculty/School and the strengthening of programs and services, the dean will:
  - ensure that all departments in the Faculty/School are informed of the opportunity and conditions for professional leave/sabbatical established by the Collective Agreement and the Faculty Leave Committee;
  - work with the chair to encourage and facilitate applications for professional leave/sabbatical.
2. Upon receiving an application and supporting documents from the chair, the dean will:
  - evaluate the proposed professional leave/sabbatical, using the evaluation form provided by the Faculty Leave Committee [FLC Form 203];
  - ensure that the applicant and the chair are provided with copies of the completed evaluation form and any written remarks of the dean/director concerning the application;
  - forward all completed FLC forms and supporting documentation to the Recording Secretary, Faculty Leave Committee, by the second Friday in November.
3. If deemed necessary or appropriate, the dean may be interviewed by the Faculty Leave Committee with respect to proposals.



In addition to criteria specified for professional leaves and sabbaticals, the Faculty Leave Committee will consider the following in its review of leave applications:

- quality, clarity and relevance of overall application
- clarity and relevance of outcomes stated in the application
- whether the project may be achieved within stated timelines
- whether the application relates to the applicant's professional responsibilities
- evaluation of chair/supervisor; dean/director; peer; department
- value of the leave to the professional and personal development of the applicant
- value of the leave to the department/program/discipline
- value of the leave to MRU students
- value of the leave to the University



Other factors which may be considered include:

- number of applicants
- quality of application in comparison to others
- whether the applicant has had previous leaves
- whether objectives proposed in previous leaves were achieved

<b>APPLICATION SCHEDULE FOR PROFESSIONAL LEAVE AND SABBATICAL</b>		
<i>Activity</i>	<i>Timeline</i>	<i>Responsibility</i>
Deadline for submission of application [FLC Form 201] and supporting documentation [including FLC Form 202] to chair/supervisor.	second Friday in October	applicant
Deadline for submission of all documentation [FLC Forms 201, 202, 203 to] dean/director or designate	last Friday in October	chair/supervisor
Deadline for submission of documentation [1 copy] to FLC Recording Secretary [FLC forms 201; 202; 203]	second Friday in November	dean/director
Interviews with applicants, supervisor, dean/director and others [if deemed necessary]	November – December	Faculty Leave Committee
Final approval	December 20	Faculty Leave Committee



## FOUR FOR FIVE LEAVE GUIDELINES AND PROCEDURES

### *Application*

1. A full-time tenured or tenurable employee may apply through the chair, or where appropriate, through the Vice-President, Student Affairs and Campus Life or designate, to the Faculty Leave Committee for participation in the Four-for-Five Leave Plan. Applications must be received by the Faculty Leave committee by 15 April of the year in which the employee wishes to commence participation which shall begin the following August 15.
2. In instances where more employees wish to apply than are allowed to participate, the chair or, where appropriate, the Vice-President, Student Affairs and Campus Life or designate, shall meet with the full-time employees in the academic unit to determine which applications[s] shall be forwarded to the Faculty Leave Committee.
3. The plan shall normally consist of 5 consecutive years with the fifth year constituting the release year—the year in which the employee is on leave.
4. In any academic unit, the maximum number of employees allowed to participate in the plan shall be governed by the following ratio of release positions to academic unit size:

NUMBER OF RELEASE EMPLOYEES	FULL-TIME POSITIONS AVAILABLE
0 – 10	1
11 – 20	2
21 or more	3

5. In any year the Faculty Leave Committee will, when making its decisions, give priority to employees applying for participation for the first time.

### *Contributions, Release Year Payments and Benefits*

1. Upon approval to participate in the plan, an employee shall contribute 15% of his/her gross annual salary. Contributions shall be deducted from each regular salary payment.
2. During each of the 5 years of the plan, interest earned on contributions as well as any interest on deposit shall be deemed to have been paid to the participant. Such total interest will be acknowledged as interest income by inclusion in the annual tax return of the participant. The Board shall provide to a participant the appropriate Revenue Canada tax form which denotes the amount of interest earned annually. The interest earned shall be retained on deposit in the plan in the name of the participant to be paid out in the release year.



3. The release year of the plan shall consist of two distinct leaves: a self-funded leave and a paid leave. For the self-funded leave, salary shall be paid from the contributions of the participant as well as from the associated interest which has been earned, at a salary rate equivalent to 85% of the gross annual salary of the participant for a period commencing August 15 until the contributions and interest have been depleted. Immediately thereon, the paid leave shall commence at the same level of salary until August 15, concluding the release year.
4. During each of the 5 years of the plan, a participant shall be eligible to maintain coverage on all benefits and insurance plans. Entitlements for salary-related benefits shall be based on 100% of salary an employee would have received if not a participant in the plan. The employer and employee shall continue to pay their normal share of premium/contribution costs.
5. The Local Authorities Pension Board has ruled that gross salary before deferral is to be considered the annual salary for contribution and pension purposes. Employee and employer pension contributions shall be based on 100% of normal gross annual salary for all 5 years of the plan.

### ***General Regulations***

1. Employees participating in the plan shall retain their positions and seniority, shall be granted annual salary increments where applicable, and shall receive all full-time benefits.
2. A participant may apply to the Faculty Leave Committee by February 1 prior to the commencement of the release year to defer the release year for a maximum of one year. A deferral shall not be approved if it causes the deferral of the release year of another participant because of the number of release positions available within the academic unit. Otherwise, application for deferral shall not be unreasonably denied.
3. Participants may apply to the Associate Vice-President, Human Resources, by February 1 prior to the commencement of the release year to withdraw from the plan. An application must be based upon financial difficulties beyond the control of the employee. Application for withdrawal shall not be unreasonably denied.
4. If approval for withdrawal is granted, the Board shall, in the following month, return contributions to the plan made by the employee, as well as interest on deposit. The Board is not required to guarantee any interest rate.
5. Employees who participate in the Plan shall return, to the University, at least one full year of service after the release year. An employee who does not return shall be obligated to remunerate the Board the full amount of salary and benefits paid by the Board on behalf of the employee during the paid leave portion of the plan.
6. During the self-funded portion of the plan in the release year, a participant shall not receive any salary from the Board.
7. A participant who ceases to be an employee of the University is not eligible to continue in the plan. The Board shall return the total of the contributions of the former participant as well as interest on deposit no later than the last day of the month following the date of termination.



8. A participant who ceases to be an employee under the terms and conditions of the Collective Agreement but who continues employment with the University in another capacity may apply to the President for special arrangements which may allow completion of the plan.
9. Upon the death of a participant in the plan, the Board shall pay all contributions as well as interest in deposit on behalf of the participant to his/her beneficiary who is named on the group life insurance policy.
10. Contributions shall continue during any period of sick leave; however, continued participation after the commencement of long term disability shall be at the sole discretion of the Board.

#### APPLICATION SCHEDULE FOR FOUR-FOR-FIVE LEAVE

<i>Activity</i>	<i>Timeline</i>	<i>Responsibility</i>
Written notice of intent to FLC [FLC Form 401]	April 15 of year of desired Commencement	Applicant; chair
Date of commencement in plan	August 15	Human Resources
Application to defer release year	by February 1 prior to commencement of the release year	Participant
Withdrawal from plan	by February 1 prior to the commencement of the release year.	Participant



## CONSIDERATION OF ANNUAL INCREMENT DURING PARENTAL LEAVE

### ***General Instructions:***

1. Full-time employees who have completed one year of employment with the University shall be entitled to Maternity Leave and Parental Leave in accordance with the provisions of the Employment Standards Code and Regulations and the Collective Agreement.
2. Upon return to work, an employee may apply in writing to receive his/her annual increment for the year in which the leave was taken. A letter detailing the service and/scholarship that the employee contributed to the University during the period of the leave shall be submitted to the Faculty Leave Committee within thirty [30] days of the employee's return to work.
3. Applications for consideration of annual increment during parental leave will be reviewed to determine whether levels of service and/or scholarship undertaken during the parental leave are similar to levels of service and/or scholarship undertaken prior to the leave. Descriptions of personal circumstances are not normally considered relevant and should not be included in the application.
4. The Faculty Leave Committee will convey a decision to the employee, in writing with copies to Human Resources, the employee's dean and the MRFA President, within thirty [30] days of receiving the request.

### ***Instructions for Applicant:***

1. The applicant will submit, to the Faculty Leave Committee, a letter which formally requests consideration of an application for a parental leave grid placement increase. The letter will include:
  - applicant and department name
  - dates of parental leave
  - summary overview of scholarship and/or service undertaken during the leave
2. The letter submitted by the applicant will be accompanied by a recent Faculty Annual Report which provides detailed information relating to the scholarship and/or service undertaken during the period of the leave.







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