



**APPLICATION FOR APPROVAL OF ABSENCE FROM CAMPUS**

Pursuant to Article 18 of the July 1, 1999 Collective Agreement  
LEAVES OF SHORT DURATION (not to exceed 66 \*days)  
-Summary of Regulations (clause 18.2) on reverse-

**TYPE OF LEAVE REQUESTED:**

- Annual Vacation entitlement only - with full pay
  - Short Leave (including Annual Vacation, if applicable) - with full pay
- \* "day" or "days" shall exclude Saturday & Sundays, but include paid holidays which are observed by the University**

NAME: \_\_\_\_\_

FACULTY/DEPARTMENT: \_\_\_\_\_

PERIOD OF ABSENCE (including first and last day): \_\_\_\_\_

NUMBER OF DAYS: \_\_\_\_\_

**PURPOSE AND DESTINATION: [Please provide a contact address and/or phone # while absent from campus by completing reverse side of form and include with this application (not required for vacation)]**

**ARRANGEMENTS TO COVER ABSENCE:**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Department**

Recommendation/Approval of Head: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty**

Recommendation/Approval of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**FORWARD TO IMAG (Admin Bldg, Rm. 169)  
(IF FOR REPORTING PURPOSES ONLY, PLEASE KEEP A COPY FOR YOUR RECORDS)**

**APPROVED BY/REPORTED TO THE VICE-PRESIDENT (ACADEMIC):**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMAG USE ONLY**

Distribution of 'signed' Approval by VP(A):  Dean  Head  Staff Member Date: \_\_\_\_\_

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act. It is collected/accumulated for the purposes of establishing eligibility for absence from campus under Article 18 of The Collective Agreement and recording leave of absence. If you have any questions about the collection or use of this information, please contact the IMAG office @220-5701.

## LEAVES OF SHORT DURATION - Summary of Regulations (clause 18.2)

The following table is in accordance with Article 18.2.2:

Leave to be taken within the period:	Length of Leave which may be Authorized by:	
	Department Head	Dean on Recommendation of the Head
(a) From Sept 1 to and including Spring Convocation	Up to and including 5 consecutive days	Up to and including 22 consecutive days **
(b) From Spring Convocation to and including August 31	Up to and including 20 consecutive days, in addition to annual vacation entitlement	Not to exceed 66 consecutive days**

\*\* inclusive of annual vacation entitlement and any days authorized by Department Head

### NOTES:

- Vacation entitlement - from 22 to 30 days (depending on length of service) - notify Department Head of dates. If during period (A), Dean's approval is required.
- All leaves in excess of 5 consecutive days, including annual vacation unless in period (B), shall be reported to the Vice-President (Academic) - Clause 18.2.2.1.
- Leaves requiring the **approval of the Vice-President (Academic)**, Clause 18.2.3, on the recommendation of the Department Head and Dean:
  - leave which (including annual vacation) is not entirely within periods (A) or (B); not to exceed 66 consecutive days, of which no more than 22 days in period (A),
  - leave which commences within 66 days of the effective date of an academic staff member's appointment.
- **Leaves which exceed 22 consecutive days** in period (A), or leaves (or combinations of leaves) which **exceed 66 consecutive days** (including annual vacation) require the approval of the President (Clause 18.1.3) as 'Special Leaves' (Clause 18.9). Such requests must be presented through the Head/Dean/Vice-President (Academic), with detailed justification and outline of proposed arrangements regarding graduate student and contract research supervision (Clauses 18.1.8 and 8.1.9). Forms for 'Special Leaves' are obtained through:

Information Management and Administration Group (IMAG)  
Administration Building, Rm. 169  
Phone: 220-5701 or 220-3386

<b>The following is my contact address(s) and/or phone #(s) while I am absent from campus:</b>	
1.	_____ _____ _____ Phone: (    ) _____
2.	_____ _____ _____ Phone: (    ) _____
_____	_____
<b>Signature</b>	<b>Date</b>