

**TITLE: Sabbatical Leave Procedure for Faculty****Date of Approval:** May 31, 2016; May 14, 2019**Effective Date:** May 31, 2019**Mandatory Review  
Date:**  
June 1, 2022**Approved By:**  
Provost and Vice-  
President, Academic

### 1. Purpose

The purpose of this procedure is to provide instructions for full-time Professors, Instructors, Counsellors and Librarians to follow when making application to Sheridan for a Sabbatical Leave under the terms of the Academic Employees Collective Agreement.

### 2. Scope

Eligibility is governed by Article 20 in the Academic Employees Collective Agreement. All full-time academic employees who have been members of the bargaining unit for a period of not less than six years at the beginning of the academic year during which the Sabbatical Leave is scheduled to commence are eligible to make application for a Sabbatical Leave.

### 3. Definitions

**Sabbatical Leave** – Sheridan recognizes that it is in the interests of employees, students and Sheridan that employees are given the opportunity by Sheridan to pursue College-approved professional development activities outside Sheridan through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to Sheridan to fulfill professional responsibilities. (*ref Article 20.01 from the Academic Employees Collective Agreement*)

### 4. Procedure

The following procedure outlines the process for applying for a Sabbatical Leave. To complement this document Professors, Instructors, Counsellors and Librarians as well as academic administrative staff should review Article 20 in the Academic Employees Collective Agreement.

#### 4.1 Application Process:

- a. Eligible academic employees who are considering applying for a Sabbatical Leave should first discuss their proposal with their Dean/Director and Associate Dean/Manager.
- b. Sabbaticals must be for Sheridan approved professional development activities outside Sheridan through further academic or technical studies or in industry where such activities will enhance the ability of the employee upon return to Sheridan to fulfill professional responsibilities.
- c. The leave will normally be for a period of from one to 12 months.
- d. Applications with all supporting documentation must be submitted to The Centre for People & Organizational Development (CPOD) no later than the middle of February each year for the upcoming academic year by the Faculty member. This submission date will be communicated by CPOD well in advance of the February deadline. The application must include a completed *Sabbatical Leave for Faculty: Senior Leader Support Document*.
  - i. If the purpose of the Sabbatical Leave is for an employee to pursue academic credentials outside of Canada, for verification purposes, Sheridan will require an official pre-evaluation from World Educational Services (WES) to confirm the Canadian educational equivalency of the credential.
    - The application from the employee must include a pre-evaluation unless the employee has previously filed one with the Human Resources (HR) Department or CPOD for the purposes of tuition reimbursement or it will be considered incomplete.
    - If the pre-evaluation does not confirm the credential's equivalency in Canada the sabbatical application will likely be considered ineligible.
- e. Applications will receive consideration as per the Academic Employees Collective Agreement provisions under Article 20. CPOD and the Provost and Vice-President, Academic (or designate) will review all eligible proposals and submit recommendations to the President. Seniority dates are factored into the consideration of which leaves are approved.
- f. Applicants will be informed in writing in March of the decision regarding their application. If leave is denied, reasons for the denial will be provided in writing.

- g. Applicants who are approved for a Sabbatical Leave are required to:
  - i. Sign and return a letter of agreement outlining the terms of the leave.
  - ii. Submit an interim report before the end of the first academic semester of the Sabbatical Leave to CPOD (for leaves that are 6 months or longer in duration) and should include the following:
    - 1. Summary of the leave activity completed to date
    - 2. An evaluation of progress toward final outcome of original sabbatical request
    - 3. Any changes or deviations made from the original proposed activity
  - iii. Submit a final report within two (2) months of the completion of the leave to CPOD, their Dean and the Provost and Vice-President, Academic. The final report should include the following:
    - 1. Copy of original proposal
    - 2. Summary of leave activity
    - 3. An evaluation of the benefits of the leave activity
    - 4. Analysis of time spent and outcomes achieved
    - 5. Plans for using the knowledge/experience gained
    - 6. Recommendations for future sabbatical applicants
  - iv. Share their sabbatical experience with colleagues at a method agreed to with their Dean/Director and/or Associate Dean/Manager. In addition, within two (2) months of returning, the academic employee will schedule and present their sabbatical report to the Provost, Vice-Provost and Dean.
- h. An employee applying for Sabbatical Leave to pursue an academic credential may wish to seek tuition reimbursement funding assistance from Sheridan through the *Tuition Reimbursement for Sheridan Employees Policy*. If so, the employee is required to complete an application that is separate and distinct from the Sabbatical Leave application process.
- i. It is the employee's responsibility to immediately inform CPOD if for any reason the employee is unable to fulfill or, without express permission of Sheridan, deviates from any activities that supported the original sabbatical submission, Sheridan reserves the right, with written notice, to cancel the leave and take additional action if deemed necessary.

## 4.2 **Benefit and Payroll Implications for Employees:**

### **Salary implications:**

Salary during a Sabbatical Leave will be a specified percentage of the employee's base salary based on what is outlined in Article 20.02 (v):

- 55% of base salary after six years of employment with Sheridan
- 60% of base salary after seven years
- 65% of base salary after eight years
- 70% of base salary after nine years
- 75% of base salary after ten years
- 80% of base salary after eleven or more years

Per Article 20.02 (v) if the employee receives payments from other sources during the sabbatical period, the College's payment is *subject to reduction* if the aggregate of the College's payment and compensation or payments from other sources during the period exceeds 100% of the employee's current base salary.

### **Benefits implications:**

#### **a. Group Employee Benefits (Sun Life)**

Insurance coverage under the Sun Life plans continue during the leave. The normal cost sharing arrangements remain in effect. Sick leave benefits are normally not available during the period of a professional development leave of absence.

Long Term Disability (LTD) premiums are based on the salary in effect prior to the academic employee's leave. Should the employee become disabled, LTD benefits are based on "deemed" salary, i.e., the salary which the employee would have received had the employee not been on a sabbatical.

#### **b. Pension Plan**

Pensionable credited service is earned as usual for the duration of a Sabbatical Leave. Contributions are based on the employee's "deemed" salary.

#### **c. Vacation**

A one-year sabbatical is inclusive of two months' vacation paid at the reduced sabbatical rate. Vacation pay during a vacation period is pro-rated for partial sabbaticals. Proration will be an average of the percentage of pay during the period of assigned workload and the percentage of pay during one's sabbatical period. For example, if approved for a 4-month sabbatical compensation will be paid as follows:

- 4 months at the Collective Agreement established percentage of pay (see Salary Implications Section noted above) for the sabbatical period,
- 6 months at 100% of salary for the assigned workload period and,

- 2 months at a prorated percentage for the vacation period.
- d. **Seniority**  
Seniority continues to accumulate for the duration of a sabbatical leave.
- e. **Union Dues**  
Union Dues are deducted during the leave based on reduced salary.

**5. Related Documentation/Links/Forms**

[Sabbatical Leave Policy for Sheridan Employees](#)

[Application for Faculty Sabbatical Leave](#)

[Sabbatical Leave for Faculty: Senior Leader Support Document](#)

[Tuition Reimbursement For Sheridan Employees Policy](#)

Article 20.02 (i) of the Academic Employees Collective Agreement states that *the purpose of the leave is for **College-approved** academic, technical, industrial or other pursuits where such activities will enhance the ability of the teacher, counsellor or librarian upon return to the College.* Please complete the following and sign including all required documentation.

### **PART A:**

Employee Name:	
Employee ID #:	
Faculty/Department:	
Teaching subject/area: (if applicable)	
Associate Dean/Manager Name:	
Date of full time hire:	
Seniority Date:	

List any/all previous sabbatical leaves taken:

Previous PD Leave(s)	From: (mm/yy)	To: (mm/yy)

Proposed Period of Leave: \_\_\_\_\_ to \_\_\_\_\_  
(dd-mm-yy) (dd-mm/yy)

*A one-year sabbatical is inclusive of two months vacation paid at the reduced sabbatical rate. Vacation pay during your vacation period will be pro-rated for partial sabbaticals. If you are proposing a "less than one year" leave, you must stipulate below, with your Associate Dean/Manager's approval, the vacation dates you will take during the academic year of your sabbatical leave.*

*My 43 vacation days will be taken as listed below:*

<b>Vacation Dates</b>	
<b>(dd-mm-yy):</b>	

\_\_\_\_\_  
 Associate Dean/Manager Signature\*

\*I have discussed and am in agreement with the vacation period noted above.

## **PART B:**

With this application form, please attach responses to the following questions used to assess the merit of your application.

1. Outline the nature of the activity to be undertaken while on leave with specific objectives and outcomes you intend to achieve (If applicable, specify the name of the educational institution you plan to attend and your program of study\*).
2. How do the goals of this leave support Sheridan's Strategic Plan, Academic Plan and specific objectives of your Faculty/Department's operational plans?
3. How will this leave experience benefit students or Sheridan in general?
4. How does the leave fulfill your professional goals and career development plans?
5. How will you share the outcomes/benefits of your leave?

Please sign below:

*I have shared and discussed my application with both my Associate Dean/Manager and Dean/Director and have attached all required documentation to this application.*

*I understand that if I am applying for a sabbatical leave to pursue an academic credential and I wish to seek tuition reimbursement funding assistance from Sheridan, I am required to complete an application for tuition reimbursement funding that is separate and distinct from the sabbatical application process.*

<b>Applicant Signature:</b>	<b>Date:</b>
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Required attachments included:

<input type="checkbox"/> Current Resume	<input type="checkbox"/> Senior Leader Support Document
<input type="checkbox"/> Literature regarding academic credential being undertaken (if applicable)	<input type="checkbox"/> Breakdown of external funding/additional compensation (if applicable)
<input type="checkbox"/> WES pre-evaluation (if applicable)	<input type="checkbox"/> WES pre-evaluation on Employee File in HR/CPOD (if applicable)

**\* I have reviewed all of the attached required documentation and support my employee's application for this sabbatical leave:**

<b>Associate Dean/Manager Signature:</b>	<b>Date:</b>
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## Sabbatical Leave for Faculty: Senior Leader Support Document

### Employee Information:

Employee Name:	
Faculty/Department:	
Associate Dean/Manager Name:	
Dean/Director Name:	

1. Please indicate why you support this employee's application for leave.

2. How will the activity undertaken enhance his/her ability to fulfill their professional responsibilities as a teacher, counsellor or librarian upon completion of the leave?

**\* I have reviewed all of the application documentation and support my employee's application for a Sabbatical Leave.**

Dean/Director Signature:

Date: