Leave of Absence

Update: July 1, 2015
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background

Article 24.6.1 per URFA collective agreement: “An academic staff member may be granted a leave of absence without pay for good and sufficient reason. Such leaves shall not be withheld unreasonably”.

Procedure

1. The faculty member or lab instructor will submit a written request for a leave of absence to the Department Head at least six months in advance of the semester in which the leave shall commence, stating the purpose of the leave. For leaves of short duration, those outside of the fall and winter semester periods, or in the case of emergencies, these time requirements may be waived, but in any case the application should be made as early as possible.

2. The Department Head will forward the member’s request with a letter of support to the Dean’s Office.

3. The Dean’s Office will respond in writing to the academic member, copying the Department Head, Human Resources, URFA, and the Faculty Administrator in Science.

4. Human Resources will use this copy to update payroll in Banner. There is no need for the Faculty to process nor adjust EPAF in Banner.

Related Information
- URFA Article 24
  http://www.uregina.ca/hr/services/employee-relations/agreements.html