



ACADEMIC STAFF - APPLICATION FOR SPECIAL LEAVE
Leaves with/without pay - some requiring Provost's approval

Name of Applicant: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_

Rank/Position: \_\_\_\_\_

Type of Leave Requested: \_\_\_\_\_

Appointment Status:

With Tenure Initial Term Limited Term Contingent Term

Expected Job End Date (if Applicable): \_\_\_\_\_

Duration - From: \_\_\_\_\_ To: \_\_\_\_\_

Amount of Salary / Assistance Requested: \_\_\_\_\_

Types of Leave:

- ~ Assisted Study Leave
~ Career Stop Out
~ Certain Leaves of Short Duration (listed on back)
~ Compassionate Leave
~ Leave With Pay
~ Leave Without Pay
~ Military Service
~ Political Leave
~ Urgent Personal Reasons

DETAILS OF REQUESTED LEAVE

Empty box for details of requested leave.

DETAILS OF ARRANGEMENTS MADE TO COVER UNIVERSITY DUTIES AND RESPONSIBILITIES DURING LEAVE PERIOD (see note on page 2)

Empty box for details of arrangements made to cover university duties.

Graduate Students? No Yes - attach Proposed Arrangements for Graduate Student Supervision form CLICK HERE

Contract Research? No Yes - attach Arrangements for Contract Research form CLICK HERE

Assisted Study Leave? No Yes - contact HR Services in your faculty for assistance

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

(Applicant)

Name of Applicant: \_\_\_\_\_

### HEAD'S ASSESSMENT AND RECOMMENDATION TO THE DEAN

Note: Staff member's right of appeal Clause 18.1.19

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Signature:

Date:

### DEAN'S ASSESSMENT AND RECOMMENDATION TO THE PROVOST AND VICE PRESIDENT (ACADEMIC)

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Signature:

Date:

Email to [hracadem@ucalgary.ca](mailto:hracadem@ucalgary.ca)

### PROVOST AND VICE PRESIDENT (ACADEMIC) ASSESSMENT AND ACTION

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Signature:

Date:

#### Leaves of Short Duration requiring Provost's Approval include:

- Leaves (including annual vacation) that are not entirely within the period from Sept. 1 to April 30 or May 1 to Aug. 31
- Leaves which exceed 22 consecutive days in the period from Sept. 1 to April 30
- Leaves (or combination of leaves) which exceed 66 consecutive days (including annual vacation)
- Leaves which commence within 66 days\* of the effective date of an academic staff member's appointment

Must include detailed justification and an outline of the proposed arrangements regarding graduate student and contract research supervision (Clauses 18.1.10 and 18.1.11). They must be approved by the Head and Dean prior to being forwarded to Human Resources for the Provost and Vice-President (Academic) to approve.

There is a separate form for [Parental Leaves](#) (18.8)

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#### Leaving the country?

[CLICK HERE](#) to obtain more information about 'Out-of-Country' coverage. If you need proof of coverage, please contact the Integrated Service Centre (ISC) at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or call (403) 220.5932.

#### Travelling out of country on business?

[CLICK HERE](#) to complete the University of Calgary International Traveller Registration Form.