

## ACADEMIC STAFF - APPLICATION FOR LEAVES

Types of 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: \_\_\_\_\_

Salary while on leave (\$ amount or %): \_\_\_\_\_

Type of Leaves and related Article:

~ Certain Leaves of Short Duration  
(listed on back)

~ Urgent Personal Reasons: Article 18.3

~ Assisted Study Leave: Article 18.4

~ Special Leave: Article 18.5

~ Career Stop Out: Article 18.7

~ Compassionate Leaves: Article 18.8

~ Political Leave: Article 18.10

~ Military Service: Article 18.11

~ Court Leaves: Article 18.12

\* Separate form for Maternity Leaves

### DETAILS OF REQUESTED LEAVE

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

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Graduate Students?      No      Yes – attach *Proposed Arrangements for Graduate Student Supervision* form (bottom of page)

Contract Research?      No      Yes – attach *Arrangements for Contract Research form* (bottom of page)

Signature: \_\_\_\_\_  
(Applicant)

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

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

**DEPARTMENT HEAD (or equivalent) ASSESSMENT AND RECOMMENDATION TO THE DEAN**

Note: Staff member's right of appeal Clause 18.1.12

Signature:	Date:

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

Signature:	Date:

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

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

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 (18.1.7). They must be approved by the Department Head (or equivalent) and Dean prior to being forwarded to Human Resources for the Provost and Vice-President (Academic) to approve.

There is a separate form for **Maternity and Parental Leaves** (18.9)

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**Leaving the country?**

Visit the **HR website** to obtain more information about 'Out-of-Country' coverage. If you need proof of coverage, please contact UService at [hr@ucalgary.ca](mailto:hr@ucalgary.ca) or call (403) 210.9300

**Travelling out of country on business?**

Visit the **Risk Management website** to review and complete travel registration requirements for UCalgary.