

Application for Approval of Employment Compensation While on Leave

Engaging in paid employment during a **Research and Scholarship Leave (RSL)** requires written approval from the Dean, based on a recommendation from the Head or equivalent. For **Administrative Leaves**, paid employment is only permitted with written approval from the Provost, following recommendations from the Head or equivalent and Dean (<u>Articles 16.19 And 17.11</u>).

If such paid employment is approved, the University's leave assistance will be reduced to ensure that the combined total of University funding and external compensation **does not exceed 125%** of the academic's rank salary for the duration of the leave, plus reasonable travel and related expenses.

Please complete the form below with all applicable details. Applicant Details

Employee ID: Full Name:	
Primary Department/Area:	
Leave Type: Annual rank salary:	
Leave Begin Date: Leave End Date:	Salary Assistance: 🗌 90% 🗌 100%
Employment Details	
Provide a description of the nature, scope, and responsibilities of the proposed employment arrangement:	
Total Estimated Compensation:	
Total estimated compensation, including University salary support, does not exceed 125% of annual salary.	
Total estimated compensation, including University salary support, exceeds 125% of annual salary.	
Applicant Signature – <u>Use the Fill/Sign Tool</u>	
This application is made in compliance with the <u>Collective Agreement</u> and within the University's policies.	
Name: Signature:	Date:
Signatures/Approvals – <u>Use the Fill/Sign Tool</u>	
Recommended by the Head (or Equivalent):	
Name: Signature:	Date:
Action of the Dean (or Equivalent):	
Name: Signature:	Date:
Administrative Leaves Only: Action of the Provost & Vice-President (Academic)*:	
Name: Signature:	Date:

*Provost's approval will be facilitated by People and Culture after all other required approvals (Head and Dean) have been obtained. Applicants will be notified via email of the Provost's decision.

For questions, please visit the <u>Research and Scholarship Leave</u> or <u>Administrative Leave</u> website.

Note: Application forms must <u>not</u> be submitted for approval through the Academic Portfolio system. While the application may be included in an application packet for informational purposes, approvals are not facilitated within the Academic Portfolio system.

This information is collected under the authority of the Freedom of Information Protection of Privacy Act. It is required for payment purposes and becomes part of personal record. If you have any questions about the collection or use of this information, please contact the Human Resources office at (403) 210-9300. This Agreement may be signed and delivered in counterparts with the same effect as if each party had signed and delivered the same copy, and when each party has signed and delivered a counterpart, all counterparts constitute one Agreement. Delivery of a copy of this Agreement by facsimile or by another form of electronic transmission is good and sufficient delivery.