

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 ([Articles 16.19 And 17.11](#)).

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 – [Use the Fill/Sign Tool](#)

This application is made in compliance with the [Collective Agreement](#) and within the University’s policies.

Name: _____ Signature: _____ Date: _____

Signatures/Approvals – [Use the Fill/Sign Tool](#)

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 [Research and Scholarship Leave](#) or [Administrative Leave](#) website.

Note: Application forms must not 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.