



People and Culture

Qualifying Service for Academic Leaves

Reference Guide for Research and Scholarship Leaves (RSL)
and Administrative Leaves for Academic Staff

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Introduction

Research and Scholarship Leaves (RSL) are available to academic staff holding full-time or part-time Continuing, Contingent Term, or Limited Term appointments. The primary objective of an RSL is to support the academic staff member's development as a scholar and teacher, thereby contributing to the University's mission of advancing learning and fostering excellence in teaching.

A Research and Scholarship Leave may be granted when the proposed activities offer clear mutual benefit to both the staff member and the University. Eligible activities may include research, scholarly work, or teaching-related pursuits.

Administrative Leave is an entitlement available to eligible academic staff members who hold significant leadership responsibilities, such as those in the roles of Department Head, Associate Dean, or equivalent. This leave is intended to provide an opportunity for academic staff members to refocus their scholarly and teaching activities following the completion of their administrative term, ultimately supporting the University's commitment to excellence in teaching and the advancement of learning.

Eligibility for both types of leave is based on the accrual of qualifying service. This reference guide outlines how qualifying service is accumulated and provides examples to clarify how it is counted toward eligibility for Research and Scholarship Leave or Administrative Leave.

It is important to note that qualifying service is manually verified by People and Culture upon receipt of the *Intent to Apply* during the application period. Faculty leadership and other staff members are not responsible for confirming qualifying service eligibility.

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Research and Scholarship Leave (RSL)

Research and Scholarship Leaves are governed by the provisions set out in [Article 16](#) of the Collective Agreement.

Eligibility and Qualifying Service Overview

Qualifying service is calculated based on the duration of an academic staff member's Continuing, Contingent Term, or Limited Term appointment. Periods of leave (with or without pay), such as maternity/parental or sick leave, and time spent in administrative roles may reduce qualifying service for RSL. For staff with part-time appointments, qualifying service accrues on a pro-rata basis.

If an academic staff member has not taken leave or held an administrative position since their hire date, their qualifying service should equal their total service time at the University.

Qualifying service is measured in years and determines the type of research and scholarship leave an academic staff member is eligible to apply for. Applications may be submitted according to the following schedule:

Leave Schedule			
Qualifying Service Required	3 Years Qualifying Service	6 Years Qualifying Service	6 Years Qualifying Service
Length of Leave	6 months	12 months	6 months
Salary Assistance	90.0% of rank salary	90.0% of rank salary	100% of rank salary

Academic staff members who have obtained tenure through the University of Calgary's Tenure & Promotion process are eligible for their first research and scholarship leave following tenure to be granted at 100% salary. *This provision does not apply to individuals appointed with tenure.*

Carry Forward Service

Carry-forward service (or service credit) refers to the portion of qualifying service that remains after an academic staff member has used the required service time to take a research and scholarship leave.

If an academic staff member has accrued more than 6.0 years of qualifying service and takes a 6-month RSL at 90% salary, they may carry forward up to a **maximum of 3.0 years** of unused qualifying service. This allows the remaining service to be counted toward future leave eligibility.

However, any qualifying service accrued beyond 6.0 years is **forfeited** when a staff member takes either a 6-month RSL at 100% salary or a 12-month RSL at 90% salary, as outlined in [Article 16.3.1\(d\)\(ii\)](#) of the Collective Agreement.

Protected Service

Protected service applies when a research and scholarship leave **application is denied by the Dean (or equivalent) specifically for teaching or operational reasons**. In these circumstances, the service time accumulated between the proposed start date of the denied leave and the start date of the next approved RSL is retained as protected service. A formal letter from the Dean will confirm the designation of protected service.

When a future RSL is taken, qualifying service will first be drawn from the academic staff member's regular service balance. Protected service will only be used once regular qualifying service has been exhausted.

Service Accrued Prior to an Administrative Appointment

All qualifying service accrued toward a research and scholarship leave prior to commencing a head-equivalent administrative appointment will be carried forward and applied to a future RSL.

During the period of administrative service, academic staff members accrue administrative service in place of regular qualifying service for RSL – these two types of service do not accrue concurrently. Upon returning to their rank appointment, the staff member resumes their previously accrued qualifying service.

Note: This carried-forward service is treated as equivalent to regular qualifying service and is **not considered protected service**.

For more information on administrative service and leaves, please see the [Administrative Leaves section](#).

Example – Basic RSL, No Carry Forward Service

An academic staff member is hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave starting July 1, 2023.

- **Qualifying Service Date* (Hire Date):** July 1, 2020
- **Requested Leave Period:** July 1, 2023 – December 31, 2023 (6 months)
- **Service Accrual (July 1, 2020 – June 30, 2023):** 3.0 years
- **Eligibility:** Eligible for a 6-month RSL at 90% pay
 - This RSL will utilize all 3.0 years of qualifying service accrued

Service towards the next leave will begin accruing upon their return from leave, effective January 1, 2024.

*The **qualifying service date** is the point from which qualifying service begins to accrue. This is typically the staff member's **hire date** or, if the staff member has been on a leave of absence (such as a Research and Scholarship Leave or another type of leave), the **return-to-service date** following the leave.

Example – Part-Time Service Proration

An academic staff member is hired at the University on July 1, 2020, with a **0.50 Full-Time Equivalent (FTE)**, and plans to apply for their first Research and Scholarship Leave starting July 1, 2026.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2026

Service Accrual Calculation (Prorated for Part-Time Service)

- The period of service from July 1, 2020 to June 30, 2026 represents 6.0 years of elapsed time.
- This service is prorated based on the 0.50 FTE appointment:
 - $6.0 \text{ years} \times 0.50 \text{ FTE} = \mathbf{3.0 \text{ years of qualifying service accrued.}}$

Leave Eligibility

- The academic staff member is eligible for a 6-month RSL at 90% pay.
- The approved leave will utilize all 3.0 years of accrued qualifying service.

Service toward the next Research and Scholarship Leave will begin accruing upon the staff member's return from leave, effective **January 1, 2027**.

Note: Service proration also applies in situations where an academic staff member takes a **partial leave of absence**, such as a special leave that is partially paid. In these cases, qualifying service accrues proportionally based on the percentage of time worked during the leave period. No qualifying service accrues during periods of fully unpaid leave, beyond an accumulated maximum of six weeks (16.3.1).

Example – Carry Forward Service and Forfeiture

An academic staff member is hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave starting July 1, 2027.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2027
- **Service Accrual (July 1, 2020 – June 30, 2027):** 7.0 years
- **Leave Options:**
 - a) 12-month RSL at 90% pay (requires 6.0 years of service)

- b) 6-month RSL at 100% pay (requires 6.0 years of service)
- c) 6-month RSL at 90% pay (requires 3.0 years of service)

Scenario A – 12-month RSL at 90% pay

- The academic staff member has accrued **7.0** years of qualifying service.
- A 12-month Research and Scholarship Leave requires **6.0** years of qualifying service. Although this would typically leave a balance of 1.0 year, [Article 16.3.1\(d\)\(ii\)](#) states that all qualifying service is cancelled following a 12-month RSL.
- As a result, **the remaining 1.0 year of qualifying service is forfeited.**
- Service towards the next leave will begin accruing upon their return from leave, effective July 1, 2028.

Scenario B – 6-month RSL at 100% pay

- The academic staff member has accrued **7.0** years of qualifying service.
- A 6-month Research and Scholarship Leave at 100% pay requires **6.0** years of qualifying service. Although this would typically leave a balance of 1.0 year, [Article 16.3.1\(d\)\(ii\)](#) states that all qualifying service is cancelled following a 6-month RSL at 100% pay.
- As a result, **the remaining 1.0 year of qualifying service is forfeited.**
- Service towards the next leave will begin accruing upon their return from leave, effective January 1, 2028.

Scenario C – 6-month RSL at 90% pay

- The academic staff member has accrued **7.0** years of qualifying service.
- A 6-month Research and Scholarship Leave at 90% pay requires **3.0** years of qualifying service. While this would normally leave a remaining balance of 4.0 years, [Article 16.3.1\(e\)](#) limits the maximum qualifying service that can be carried forward toward a future RSL to 36 months (3.0 years) following a 6-month leave taken at less than 100% salary.
- Therefore, **3.0 years of service is carried forward toward the next leave, and 1.0 year of qualifying service is forfeited.**
- Service towards the next leave will begin accruing upon their return from leave, effective January 1, 2028.

Example – Protected Service

An academic staff member is hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave starting July 1, 2027.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2027
- **Service Accrual (July 1, 2020 – June 30, 2027):** 7.0 years
- **Leave Type Requested:** 12-month RSL at 90% pay (requires 6.0 years of qualifying service)

During the application cycle, the **Dean denies the leave request for teaching reasons***. A letter is issued to the academic staff member confirming that qualifying **service is protected** from the proposed leave start date (July 1, 2027) until the start of their next approved leave.

The academic staff member reapplies in the next application cycle and requests a 12-month RSL at 90% pay, beginning July 1, 2028.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2028
- **Service Accrual (July 1, 2020 – June 30, 2028):** 8.0 years

A 12-month RSL requires **6.0** years of qualifying service. Normally, this would leave a balance of 2.0 years, which would be cancelled following a 12-month RSL under [Article 16.3.1\(d\)\(ii\)](#).

However, because service is protected from July 1, 2027, to the new leave start date of July 1, 2028, **1.0 year of service is retained as protected service. The remaining 1.0 year is forfeited.**

Service towards the next leave will begin accruing upon their return from leave, effective July 1, 2029. At that time, they will have 1.0 year of protected service credited toward their next RSL.

**Refer to [Appendix A](#) for a sample denial letter that includes protected service.*

Example – Use of Accrued Carry Forward & Protected Service

Use of Carry Forward Service (Non-Protected Service)

An academic staff member returned from a 6-month Research and Scholarship Leave taken from January 1, 2020, to June 30, 2020. At the time of the leave, the staff member had accrued 5.0 years of qualifying service. The 6-month leave utilized 3.0 years of service, and the remaining **2.0 years of qualifying service were carried forward.**

The academic staff member is now preparing to apply for their next Research and Scholarship Leave with the following details:

- **Qualifying Service Date:** July 1, 2020 (date of return from previous leave)
- **Requested Leave Start Date:** July 1, 2025
- **Service Accrual:**
 - **Regular service:** 5.0 years accrued from July 1, 2020 to June 30, 2025
 - **Carry forward service:** 2.0 years remaining from the prior leave cycle
 - **Total qualifying service:** 7.0 years
- **Leave Type Requested:** 12-month RSL at 90% pay (requires 6.0 years of qualifying service)

The staff member is eligible for the requested leave, as the combined total of regular and carry forward service satisfies the 6.0-year requirement. In calculating eligibility:

- **Regular service is applied first.**
- The full 5.0 years of regular service would be used.
- An additional **1.0 year of carry forward service** would be applied to reach the required 6.0 years.
- The **remaining 1.0 year of carry forward service would be forfeited** in accordance with [Article 16.3.1\(d\)\(ii\)](#) of the Collective Agreement.

Service toward the next leave will begin accruing upon the staff member's return from this leave, effective **July 1, 2026**.

Note: Carry forward service is qualifying service that remains after a Research and Scholarship Leave and is applied toward future leave eligibility. Unlike **protected service**, which is retained due to a leave denial for operational reasons (e.g., teaching requirements) and remains available until fully used, **carry forward service is subject to cancellation** if not used in the subsequent leave cycle, as outlined in [Article 16.3.1\(d\)\(ii\)](#) of the Collective Agreement.

Use of Protected Service

An academic staff member returned from a 12-month Research and Scholarship Leave that was taken from July 1, 2019, to June 30, 2020. Prior to this, the staff member's application for an RSL scheduled to begin on **July 1, 2017**, was denied by the Dean for teaching-related reasons. As a result, **2.0 years of protected service accrued** from July 1, 2017, to July 1, 2019.

The academic staff member is now preparing to apply for their next Research and Scholarship Leave with the following details:

- **Qualifying Service Date:** July 1, 2020 (date of return from previous leave)
- **Requested Leave Start Date:** July 1, 2025
- **Service Accrual:**
 - Regular service: 5.0 years accrued from July 1, 2020, to June 30, 2025
 - Protected service: 2.0 years carried forward from previous leave deferral
 - **Total qualifying service: 7.0 years**
- **Leave Type Requested:** 12-month RSL at 90% pay (requires 6.0 years of qualifying service)

The staff member is eligible for the requested leave, as the combined total of regular and protected service meets the required 6.0 years. In calculating eligibility:

- **Regular service is applied first.**
- The 5.0 years of regular service would be used in full.
- An additional **1.0 year of protected service** would be applied to reach the required 6.0 years.
- The remaining **1.0 year of protected service** would continue to be available for a future RSL.

Service toward the next leave will begin accruing upon the staff member's return from this leave, effective **July 1, 2026**. At that time, **1.0 year of protected service will remain available** and can be applied toward the next eligible RSL.

Example – First RSL After Tenure and Applying for Tenure

An academic staff member is hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave (RSL) starting July 1, 2026.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2026
- **Service Accrual (July 1, 2020 – June 30, 2026):** 6.0 years
- **Leave Type Requested:** 12-month RSL at 90% pay (requires 6.0 years of qualifying service)

During the application period, the academic staff member is also applying for tenure through the University's Tenure and Promotion process. If tenure is granted, the first RSL taken after receiving tenure will be paid at **100% of the academic rank salary**.

Application Guidance

Academic staff members who are not yet tenured but are applying for tenure in the current cycle must submit their RSL application based on their current **non-tenure status**. Following the conclusion of the Tenure and Promotion process, if tenure is granted, the approved leave will be updated to reflect 100% salary.

In this example, the academic staff member would initially apply based on their non-tenure status. Successful in obtaining tenure, the **leave would be adjusted to a 12-month RSL from July 1, 2026, to June 30, 2027, at 100% pay**. This leave would utilize all 6.0 years of qualifying service.

Service towards the next leave will begin accruing upon their return, effective July 1, 2027.

Note: When an RSL application is submitted for a 6-month leave at 100% salary and the academic staff member subsequently obtains tenure through the application cycle, it is recommended that the academic staff member consult with their Department Head (or equivalent) and Dean regarding the possibility of **extending the leave to 12 months** in order to fully utilize the First After Tenure benefit.

First RSL After Tenure Eligibility

- For RSLs commencing on or after July 1, 2018, the first RSL taken after the granting of tenure is eligible to be paid at 100% of the academic rank salary.
- There are **no restrictions or limitations based on the date tenure was obtained**. The timing of tenure (whether before or after July 1, 2018) does not impact eligibility for this provision.
- Academic staff members who obtained tenure **prior to July 1, 2018** remain eligible for this benefit, provided they have not yet taken an RSL since receiving tenure.
- If an academic staff member **took an RSL after the tenure date but prior to July 1, 2018**, that leave is considered their "first RSL after tenure," and they would **not** be eligible for the 100% salary benefit for subsequent RSLs.

Example – Interruption of RSL

An academic staff member has been approved for a 12-month RSL at 90% pay for the period July 1, 2024, to June 30, 2025. On **October 1, 2024**, the academic staff member requests to cancel the remainder of their leave effective that date, in accordance with the provisions outlined in [Article 16.24](#).

Once the early return from RSL is confirmed, the following impacts to qualifying service apply:

- A 12-month RSL at 90% pay requires 6.0 years of qualifying service
- **3 months of leave** were taken; **9 months remain unused** (meaning 25% of the approved leave was utilized).
- Calculation of service used: 6.0 years \times 25% = **1.50 years of qualifying service utilized**.
- Remaining service: 6.0 years – 1.50 years = **4.50 years of qualifying service not utilized**.

The unused **4.50 years of qualifying service** is credited back to the academic staff member and may be applied toward a future RSL. *Note: This is considered regular qualifying service and is not classified as 'protected service.'*

Service towards the next RSL will begin accruing upon the academic staff member's return from leave, subject to the provisions of [Article 16.3.1](#) if another type of leave is taken.

Example – Deferral of RSL Within Same Cycle

If an academic staff member requests to move their approved leave to an **earlier date**, (e.g., January 1, 2026, to July 1, 2025) their eligibility for the new leave will be reassessed.

- If deemed eligible, they may proceed with obtaining leadership approval for the date change, and a revised leave approval letter will be issued*.
- If deemed ineligible, they will have the option to either:

- Maintain their originally approved leave date, or
- Request a cancellation of their leave.

If an academic staff member requests to postpone their approved leave to a **later date**, (e.g., July 1, 2025 to January 1, 2026) their eligibility for the new leave will be reassessed. Qualifying service will be recalculated based on the revised leave date, with any carry forward service applied in accordance with Article 16.3.1d) of the Collective Agreement. If the leave type does not permit service carry forward, such as a 12-month leave at 90% pay, **any service exceeding six years will be forfeited**.

**Refer to [Appendix B](#) for a sample deferral letter.*

Advancing Leave Start Date

An academic staff member has accrued **3.0 years of qualifying service** and has been approved for a 6-month Research and Scholarship Leave (RSL) at 90% pay, effective January 1, 2026.

The staff member subsequently requests to **advance** the start of their leave to July 1, 2025. Moving the leave start date **6 months earlier** reduces the amount of qualifying service accrued by the new start date to **2.50 years**, which is insufficient to meet the required 3.0 years of qualifying service.

As a result, the academic staff member would **not be eligible** to begin the leave on July 1, 2025. The staff member may either:

- Proceed with the originally approved leave start date of January 1, 2026, or
- Request a cancellation of the current leave approval and reapply in a future application cycle.

Deferring Leave Start Date

An academic staff member has been approved for a 6-month Research and Scholarship Leave (RSL) at 90% pay, originally scheduled to begin July 1, 2025.

The staff member requests to **defer the start of the leave to January 1, 2026**. By moving the leave start date **6 months later**, the academic staff member will accrue an additional **0.5 years of qualifying service** before the leave begins.

The additional **0.5 years of qualifying service would carry forward** and be applied in accordance with [Article 16.3.1\(d\)](#) of the Collective Agreement. This service would be available for future use toward subsequent Research and Scholarship Leave eligibility. *Note: This is considered regular qualifying service and is not classified as 'protected service.'*

Example – Personal Cancellation of RSL

If an academic staff member requests to defer their approved leave to new or undetermined dates in the next RSL cycle, **the leave will be cancelled for personal reasons**, and they must reapply in the following cycle. All service time will be restored as if the application had never been submitted.

**Refer to [Appendix C](#) for a sample personal cancellation letter.*

Example – Service Accrual During Maternity/Parental Leave

An academic staff member was hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave starting July 1, 2026.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2026

The academic staff member commenced paid maternity leave on September 1, 2023, for a period of 20 weeks, followed by an unpaid parental leave of 32 weeks, for a total leave period of 52 weeks. The staff member returned to service on September 1, 2024.

The impact on qualifying service is as follows:

- Qualifying service continues to accrue in full during the paid maternity leave, however, per [Article 16.3.1\(b\)](#), service accrual is limited to a **maximum of 18 weeks (0.35 years)** during this period.
- For the remaining 34 weeks of leave, no qualifying service accrues toward future research and scholarship leave eligibility.

Service Accrual Calculation (July 1, 2020 – June 30, 2026):

- July 1, 2020 – August 31, 2023: **3.17 years of service accrued**
- September 1, 2023 – January 5, 2024: **0.35 years of service accrued** (maximum allowable during maternity leave)
- January 6, 2024 – August 31, 2024: **0.00 years of service accrued** (service does not accrue during unpaid leave)
- September 1, 2024 – June 30, 2026: **1.83 years of service accrued**

Total qualifying service as of July 1, 2026:

$3.17 + 0.35 + 1.83 = 5.35$ **years of service accrued**

Leave Eligibility

Based on the total qualifying service, the academic staff member would be eligible for a 6-month RSL at 90% pay effective July 1, 2026. The staff member would not yet be eligible for a 12-month RSL at 90% pay or a 6-month RSL at 100% pay, as the required 6.0 years of qualifying service has not been met.

Example – Research and Scholarship Leave Following Short-Term Administrative Appointment

See example in the [Administrative Leaves section](#).

Administrative Leave

Administrative Leaves are governed by the provisions set out in [Article 17](#) of the Collective Agreement.

Eligibility and Qualifying Service Overview

Qualifying service for administrative leave is determined based on the length of an academic staff member's appointment as Department Head or in an equivalent role. Periods of leave (with or without pay), such as maternity, parental, or sick leave, may interrupt and reduce the accumulation of qualifying service for administrative leave.

Time served in an administrative appointment counts toward administrative leave but does not contribute to service toward Research and Scholarship Leave (RSL) until the individual returns to their regular academic rank. Staff members cannot accrue service toward administrative leave and RSL concurrently and overlapping administrative appointments do not result in double accrual.

Qualifying service is measured in years and determines the type of administrative leave an academic staff member is eligible to apply for. The required qualifying service must be fully accrued by the leave's start date. For example, if the leave begins on July 1, qualifying service must be fully accrued by June 30.

Applications may be submitted according to the following schedule*:

Leave Schedule			
Qualifying Service Required	5 Consecutive Years of Administrative Service (Initial Term)	3 Consecutive Years (Initial Term)	3+ Consecutive Years Reappointment of Administrative Role (Subsequent Appointment)
Length of Leave	12 months	6 months	6+ months
Salary Assistance	100% of rank salary	100% of rank salary	100% of rank salary

**More information on each type of administrative leave is detailed below.*

Service Accrued Prior to an Administrative Appointment

All qualifying service accrued toward a research and scholarship leave prior to commencing a head-equivalent administrative appointment will be **carried forward** and applied to a future RSL.

During the period of administrative service, academic staff members accrue administrative service in place of regular qualifying service for RSL – these two types of service do not accrue concurrently. Upon returning to their rank-based appointment, the individual resumes their previously accrued qualifying service.

Note: This carried-forward service is treated as equivalent to regular qualifying service and is **not considered protected service**.

Protected Service

Protected service applies when a research and scholarship or administrative leave **application is denied by the Dean (or equivalent) specifically for teaching or operational reasons**. In these circumstances, the service time accumulated between the proposed start date of the denied leave and the start date of the next approved leave is retained as protected service. A formal letter from the Dean will confirm the designation of protected service.

When a future RSL or administrative leave is taken, qualifying service will first be drawn from the academic staff member's regular service balance. Protected service will only be used once regular qualifying service has been exhausted.

Types of Administrative Appointments and Leave Eligibility

Five (5) Year Administrative Appointments (Initial Term)

An academic staff member who renders **five (5) consecutive years** of service as a Department Head or Associate Dean shall be eligible for a **12-month administrative leave at 100% of the academic staff member's salary**.

An academic staff member carrying **equivalent responsibilities** to those holding appointments as Department Head or Associate Dean may qualify for an administrative leave under this article, determined at the discretion of the Provost must be so advised in writing at the time of his/her appointment to the administrative position.

- *This must be indicated as 'Head Equivalent' on the Recommendation for Administrative Appointment (AE4) form.*

The above applies to an initial term administrative appointment or when an academic staff member has previously held a five-year administrative appointment and has had a gap of more than one year since its conclusion.

Three (3) Year Administrative Appointments (Initial Term)

An academic staff member who renders **three (3) consecutive years** of service as a Department Head or Associate Dean, in their initial appointment into such role, shall be **eligible for a six (6) month administrative leave at 100% of the academic staff member's salary**.

Appointment to an administrative position for an **initial term of less than three (3) years does not qualify for administrative leave**. If the individual is not reappointed to complete a minimum three-year

term, the service accrued during this appointment will revert to regular Research & Scholarship Leave service.

Where an appointment to an administrative position is for a term **greater than three (3) years, but less than five (5) years**:

- 3.0 years may be used to take a 6-month administrative leave at 100% pay,
- Remaining service time will revert to regular RSL service.

Administrative Reappointments (Subsequent Term)

An academic staff member who accepts **reappointment of at least three (3) years** duration as Department Head, Associate Dean or equivalent shall be eligible for an additional **administrative leave pro-rated to the length of service of that appointment, at 100% of the academic staff member's salary**. The reappointment start date **must be within one (1) year** of having completed not less than five (5) consecutive years of service in the same or similar role.

A reappointment to an administrative position for a term of **less than three (3) years** does not qualify for additional administrative leave. If the individual is not reappointed for a minimum three-year term, the service accrued during this appointment will revert to regular Research and Scholarship Leave service.

A reappointment to an administrative position for a term **equal to or greater than three (3) years** will qualify for additional administrative leave pro-rated to the length of the appointment:

Length of Administrative Reappointment	Administrative Leave Earned
Less than 3 years	Prorated service reverts to regular RSL service.
3 years	7.2 months
4 years	9.6 months
5 years	12 months

Example – Administrative Leave: Five-Year Initial Term

An academic staff member served a consecutive five-year term as Department Head from July 1, 2020, to June 30, 2025. Upon completion of this term, they would be eligible for a 12-month administrative leave at 100% of their academic rank salary, effective July 1, 2025.

Subsequent Five-Year Term

An academic staff member served a consecutive five-year term as Department Head from July 1, 2020, to June 30, 2025, and became eligible for a 12-month administrative leave at 100% pay, effective July 1, 2025.

Following their return from administrative leave on July 1, 2026, the staff member was **reappointed to a second consecutive five-year term** as Department Head, serving from July 1, 2026, to June 30, 2031.

- As there was a minimum one-year break between administrative terms (during the administrative leave), the staff member would again be eligible for a **12-month administrative leave** at 100% pay, effective July 1, 2031, upon completion of the second term.

Example – Administrative Leave: Three-Year Initial Term

An academic staff member served a consecutive **three-year term** as Department Head from July 1, 2020, to June 30, 2023. Upon completion of this term, the staff member would be eligible for a six-month administrative leave at 100% of their academic rank salary, effective July 1, 2023.

Less Than Three-Year Initial Term

An academic staff member served a consecutive **two-year term** as Department Head from July 1, 2020, to June 30, 2022.

- As the minimum three-year requirement for administrative leave was not met, the two years of administrative service would **revert to regular qualifying service** towards a future Research and Scholarship Leave. *Note: This is considered regular qualifying service and is not classified as 'protected service.'*
- The staff member would not be eligible for an administrative leave based on this period of service.

If the academic staff member was **subsequently appointed to an additional one-year term** as Department Head, immediately following the two-year term (July 1, 2022, to June 30, 2023), the administrative service would then total three consecutive years.

- The staff member would be eligible for a six-month administrative leave at 100% of their academic rank salary, effective July 1, 2023.

- For administrative service periods to be combined in this manner, the **appointments must be to the same administrative role without interruption.**

More Than Three-Year but Less Than Five-Year Initial Term

An academic staff member served a consecutive **four-year term** as Department Head from July 1, 2020, to June 30, 2024. Upon completion of this term, the staff member would be eligible for a six-month administrative leave at 100% of their academic rank salary, effective July 1, 2024.

In this scenario:

- **3.0 years** of the administrative service would be applied toward the administrative leave entitlement.
- The remaining **1.0 year** of administrative service would revert to regular qualifying service toward a future Research and Scholarship Leave. *Note: This is considered regular qualifying service and is not classified as 'protected service.'*

Example: Administrative Reappointments (Subsequent Term)

An academic staff member completed a consecutive **five-year term** as Department Head from July 1, 2020, to June 30, 2025, becoming eligible for a 12-month administrative leave at 100% of their academic rank salary, effective July 1, 2025.

Scenario A – Three-Year Reappointment

Instead of taking the administrative leave on July 1, 2025, the staff member accepts a **reappointment** as Department Head for a consecutive **three-year term**, serving from July 1, 2025, to June 30, 2028.

As of July 1, 2028, the staff member would be eligible for the following:

- **12-month administrative leave at 100% pay** based on the initial five-year term (July 1, 2020 – June 30, 2025), utilizing 5.0 years of administrative service.
- **7.2-month administrative leave at 100% pay** based on the subsequent three-year term (July 1, 2025 – June 30, 2028), utilizing 3.0 years of administrative service.

The academic staff member may apply to take these two administrative leaves either separately or consecutively. Consecutive administrative leaves do not require a deviation if supported by the Dean.

If the leaves are taken at a later date or taken separately, the accrued administrative service will carry forward until the leaves are taken.

Scenario B – Four-Year Reappointment

Instead of taking the administrative leave on July 1, 2025, the staff member accepts a **reappointment** as Department Head for a consecutive **four-year term**, serving from July 1, 2025, to June 30, 2029.

As of July 1, 2029, the staff member would be eligible for the following:

- **12-month administrative leave at 100% pay** based on the initial five-year term (July 1, 2020 – June 30, 2025), utilizing 5.0 years of administrative service.
- **9.6-month administrative leave at 100% pay** based on the subsequent four-year term (July 1, 2025 – June 30, 2029), utilizing 4.0 years of administrative service.

The academic staff member may apply to take these two administrative leaves either separately or consecutively. Consecutive administrative leaves do not require a deviation if supported by the Dean.

If the leaves are taken at a later date or taken separately, the accrued administrative service will carry forward until the leaves are taken.

Scenario C – Two-Year Reappointment

Instead of taking the administrative leave on July 1, 2025, the staff member accepts a **reappointment** as Department Head for a consecutive **two-year term**, serving from July 1, 2025, to June 30, 2027.

As of July 1, 2027, the staff member would be eligible for the following:

- **12-month administrative leave at 100% pay** based on the initial five-year term (July 1, 2020 – June 30, 2025), utilizing 5.0 years of administrative service.
- The remaining **2.0 years** of administrative service would revert to regular qualifying service toward a future Research and Scholarship Leave. *Note: This is considered regular qualifying service and is not classified as ‘protected service.’*

Example – Service Accrued Prior to Administrative Appointment

An academic staff member was hired at the University on July 1, 2020. The staff member accepted an administrative appointment as Associate Dean for a **five-year term** from July 1, 2024, to June 30, 2029.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2029
- **Regular Service Accrual Prior to Administrative Appointment (July 1, 2020 – June 30, 2024):** 4.0 years
- **Administrative Service Accrual (July 1, 2024 – June 30, 2029):** 5.0 years
- **Leave Type Requested:** 12-month administrative leave at 100% pay (requires 5.0 years of administrative service)

Leave Eligibility

The academic staff member is eligible for the requested leave, as their total accrued administrative service meets the 5.0-year requirement. For this leave:

- The **5.0 years** of administrative service would be applied toward the leave.
- The **4.0 years** of regular service accrued prior to the administrative appointment would **carry forward** towards a future Research and Scholarship Leave.

Service toward the next leave will begin accruing upon the staff member's return from this leave, effective July 1, 2030.

Example – Research and Scholarship Leave Following Short-Term Administrative Appointment

An academic staff member was hired at the University on July 1, 2020, and plans to apply for their first Research and Scholarship Leave beginning July 1, 2027. The staff member accepted an administrative appointment as Associate Dean for a **one-year term** from July 1, 2026, to June 30, 2027.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2027
- **Regular Service Accrual Prior to Administrative Appointment (July 1, 2020 – June 30, 2026):** 6.0 years
- **Administrative Service Accrual (July 1, 2026 – June 30, 2027):** 1.0 year
 - As this was an initial administrative appointment of **less than three years**, the administrative **service accrued reverts to regular service toward a future RSL**.
- **Leave Type Requested:** 12-month RSL at 90% pay (requires 6.0 years of qualifying service)

Leave Eligibility

The staff member is eligible for the requested leave, as their total accrued qualifying service meets the 6.0-year requirement. For this leave:

- **6.0 years** of regular service would be applied toward the leave.
- The remaining **1.0 year of service would be forfeited** in accordance with [Article 16.3.1\(d\)\(ii\)](#) of the Collective Agreement.

Service toward the next RSL will begin accruing upon the staff member's return from this leave, effective **July 1, 2028**.

Note: Carry forward service is qualifying service that remains after a Research and Scholarship Leave and is applied toward future leave eligibility. Unlike **protected service**, which is retained due to a leave denial for operational reasons (e.g., teaching requirements) and remains available until fully used, **carry**

forward service is subject to cancellation if not used in the subsequent leave cycle, as outlined in [Article 16.3.1\(d\)\(ii\)](#) of the Collective Agreement.

Example – Protected Service: Administrative Leave

An academic staff member was hired at the University on July 1, 2020. They accepted an administrative appointment as Associate Dean for a **five-year term** from July 1, 2021, to June 30, 2026. The staff member intended to apply for an administrative leave to begin immediately following their term, on July 1, 2026.

- **Qualifying Service Date (Hire Date):** July 1, 2020
- **Requested Leave Start Date:** July 1, 2026
- **Regular Service Accrual Prior to Administrative Appointment (July 1, 2020 – June 30, 2021):** 1.0 year
- **Administrative Service Accrual (July 1, 2021 – June 30, 2026):** 5.0 years
- **Leave Type Requested:** 12-month administrative leave at 100% pay (requires 5.0 years of administrative service)

During the application cycle, the **Dean denied the leave request for operational reasons***. The academic staff member received formal confirmation that their qualifying service would be protected from the proposed leave start date (July 1, 2026) until the start of their next approved leave.

The staff member reapplied in the following cycle and requested the same 12-month administrative leave, to begin July 1, 2027.

Leave Eligibility

The staff member is eligible for the requested leave, with the following service applied:

- **5.0 years** of administrative service applied toward the administrative leave.
- **1.0 year of regular service** accrued prior to the administrative appointment (July 1, 2020 – June 30, 2021) will carry forward toward a future Research and Scholarship Leave (RSL).
- **1.0 year of protected service** accrued from July 1, 2026 – June 30, 2027, will also carry forward toward a future RSL.

Service toward the next RSL will begin accruing upon the staff member's return from administrative leave, effective July 1, 2028. At that time, the staff member will have **2.0 years of qualifying service** accrued toward their next RSL (1.0 year protected service + 1.0 year carry forward).

**Refer to [Appendix D](#) for a sample denial letter that includes protected service.*

Resources

For more information about Research and Scholarship Leaves (RSL) or Administrative Leaves, please consult your Department Head or equivalent.

It is important to note that qualifying service is formally **verified by People and Culture** upon receipt of the *Intent to Apply* during the leave application period. Faculty leadership and other staff members are not responsible for confirming qualifying service eligibility.

Additional Resources and References:

- [Collective Agreement](#) – Article 16 details eligibility and important process information for Research and Scholarship Leaves
- [Collective Agreement](#) – Article 17 details eligibility and important process information for Administrative Leaves
- [Research and Scholarship Leave website](#) – Includes instructional guides, supporting documents, FAQs, timeline and resources.
- [Administrative Leave website](#) – Includes instructional guides, supporting documents, FAQs, timeline and resources.
- [Research and Scholarship Leave and Administrative Leave Timeline](#) – Important dates for the current application cycle.

Appendices

Appendix A – RSL Denied for Teaching Reasons Letter (Service Protected)



People and Culture

2500 University Drive NW
Calgary AB Canada T2N 1N4
ucalgary.ca

January 15, 2025

Dr. John Smith
Department of Economics
Faculty of Arts

Dear Dr. Smith,

Re: Denial of 2026 – 2027 Research & Scholarship Leave

I am writing to advise that your application for a Research & Scholarship Leave (RSL) has been denied, by the Dean, due to teaching requirements within the Faculty of Arts as per Clause 16.6 of the Collective Agreement.

As your Research & Scholarship leave has been denied due to teaching requirements, your service will be protected from July 1, 2026 to the start of your next Research & Scholarship Leave.

Please note that individuals who are required to forgo a Research & Scholarship leave shall have priority at the Departmental level to apply for an RSL to be rescheduled. In these cases, an individual will be required to submit a new application form but will not be required to re-submit a leave proposal unless a substantive change in the RSL plan is contemplated. The terms and conditions for the rescheduling of your Research & Scholarship Leave shall be in accordance with Articles 16.6.1 and 16.6.2 of the Collective Agreement.

Please feel free to contact UService at (403) 210-9300 or via email hr@ucalgary.ca if you have any questions.

Sincerely,

People and Culture

cc Dr. S. Matthew, Head, Department of Economics, Faculty of Arts

Appendix B – Deferral of Approved Research and Scholarship Leave Letter



FACULTY OF ARTS

Department of Economics
2500 University Drive NW
Calgary, AB, Canada T2N 1N4
ucalgary.ca

March 20, 2025

Dr. John Smith
Department of Economics
Faculty of Arts

Dear Dr. Smith:

Re: Change in Research & Scholarship Leave 2025 - 2026

I am writing to inform you that, in accordance with your request, the revision to your Research & Scholarship Leave has been approved as follows:

From: 12 months @ 90% salary
July 1, 2025 to June 30, 2026

To: 12 months @ 90% salary
January 1, 2026 to December 31, 2026

All other terms and conditions of your Research & Scholarship Leave remain unchanged. Any carry-forward service will be applied in accordance with Article 16.3.1 of the Collective Agreement.

Please contact hracadem@ucalgary.ca if you have any questions.

Yours sincerely,

Dean Name
Dean, Faculty of Arts

cc: Dr. S. Matthew, Head, Department of Economics
People and Culture

Appendix C – Personal Cancellation of Research and Scholarship Leave Letter



FACULTY OF ARTS

Department of Economics
2500 University Drive NW
Calgary, AB, Canada T2N 1N4
ucalgary.ca

March 30, 2025

Dr. John Smith
Department of Economics
Faculty of Arts

Dear Dr. Smith:

Re: Cancellation of Research & Scholarship Leave 2025 - 2026

I am writing to confirm that your Research & Scholarship Leave (RSL), which was approved for the period January 1, 2026 – June 30, 2026 has been cancelled for personal reasons. As your Research & Scholarship Leave has been cancelled, your service time will be fully reinstated as though the application had never been submitted.

Please contact hacadem@ucalgary.ca if you have any questions.

Yours sincerely,

Dean Name

Dean, Faculty of Arts

cc: Dr. S. Matthew, Head, Department of Economics
People and Culture

Appendix D – Administrative Leave Denied for Operational Needs Letter (Service Protected)



People and Culture

2500 University Drive NW
Calgary AB Canada T2N 1N4
ucalgary.ca

January 15, 2025

Dr. John Smith
Department of Economics
Faculty of Arts

Dear Dr. Smith,

Re: Denial of 2026 – 2027 Administrative Leave

I am writing to advise that your application for an administrative leave has been denied, by the Dean, due to operational needs within the Faculty of Arts as per Clause 17.5 of the Collective Agreement.

As your administrative leave has been denied due to operational needs, your service will be protected from July 1, 2026, to the start of your next Research & Scholarship (RSL) or administrative leave.

Please note that individuals who are required to forgo a leave shall have priority at the Departmental level to apply for a leave to be rescheduled. In these cases, an individual will be required to submit a new application form but will not be required to re-submit a leave proposal unless a substantive change in the administrative leave plan is contemplated. The terms and conditions for the rescheduling of your administrative leave shall be in accordance with Article 17.5 of the Collective Agreement.

Please feel free to contact UService at (403) 210-9300 or via email hr@ucalgary.ca if you have any questions.

Sincerely,

People and Culture

cc Dr. S. Matthew, Head, Department of Economics, Faculty of Arts