

2025 Research & Scholarship Leave and Administrative Leave Timeline

Dates might not appear exactly as shown in the Collective Agreement due to adjustments for weekends or paid holidays.

Dates	Process	Collective Agreement
August 1 – September 30	The application period for the 2026–2027 cycle opens on August 1. Academic staff members are required to submit their Intent to Apply via the RSL website to initiate the eligibility review process.	16.4.1
October 15	Following submission of the Intent to Apply and confirmation of eligibility, a case will be opened in Academic Portfolio. Academic staff members must then complete and submit the full application package by October 15 .	16.4.2.1
October 16 – December 1	Heads review applications and submit recommendations to the Faculty RSL Committee (FRSLC) via Academic Portfolio.	16.4.2.3
	The FRSLC reviews all applications, and the Chair submits recommendations to the Dean.	16.5.2 & 16.7
	If an application is not supported at any stage (Head, FRSLC, or Dean), the applicant will receive a copy of the recommendation at the time it is submitted.	16.4.3
	Academic staff members may appeal the Head’s recommendation to the FRSLC and/or the FRSLC’s recommendation to the Dean (five (5) work days of the recommendation being forwarded. Appeals must be submitted in writing, with a copy provided to the previous reviewer.	16.22.1 & 16.22.2
December 15	The Dean reviews all applications and FRSLC recommendations and submits final decisions in Academic Portfolio by December 15 .	
By January 15 or as soon as possible	Academic staff members are notified of the Dean’s decision regarding the outcome of their application.	16.8.1
Within five (5) work days	Academic staff members may appeal the decision of the Dean not to recommend approval of the RSL. The appeal shall be in writing and must be received by the Provost within five (5) work days of the date they were notified of the outcome of their application.	16.22.3
By March 31 or as soon as possible	Academic staff members intending to retire at the conclusion of their research and scholarship leave or administrative leave must submit a separate notice of retirement to the Dean no later than three months before the leave begins.	16.21
Within three (3) months of return from leave	Within three (3) months of returning from RSL, academic staff members provide the Dean with a written report summarizing their activities during the leave. For guidance on report content, please consult your Head. <i>This report is not required for terminal RSLs.</i>	16.20(b) 16.20(c)

Please consult Articles 16 (Research and Scholarship Leave) and 17 (Administrative Leave) of the [Collective Agreement](#) for further details.