

## Research & Scholarship Leave (RSL) / Administrative Leave

Article References are pursuant to Article 16 & 17 of the Faculty Association Collective Agreement (TUCFA)

<p><b>No later than September 16, 2024</b></p>	<p>People Processes and Solutions will send a communication email to all Academic staff members regarding the commencement of the RSL process.</p> <p>Application forms for research and scholarship leave commencing in the next academic year will be made no later than September 15.</p> <p>Interested staff members will submit intent to apply via website for HR, People, Processes and Solutions to open a case in Academic Portfolio</p> <p>For more information and to apply visit: <a href="https://www.ucalgary.ca/hr/work-compensation/labour-relations/academic-labour-relations/rsi">https://www.ucalgary.ca/hr/work-compensation/labour-relations/academic-labour-relations/rsi</a></p>	<p>16.4.1</p>
<p><b>No later than October 15, 2024</b></p>	<p>Following the submission of intent to apply (above), Academics are required to complete the RSL application in Academic Portfolio.</p> <p>People Processes and Solutions will confirm leave eligibility (i.e. accrued qualifying service time) for all individuals applying for an RSL and will advise the applicant if any shortages in service are identified.</p> <p>A staff member must submit a research and scholarship leave application form to the Department Head (or Dean in a non-departmentalized Faculty) in the period September 15 to October 15 immediately preceding the academic year in which the research and scholarship leave is to commence.</p>	<p>16.4.2.1</p> <p>16.4.2.2</p>
<p><b>Normally between October 16 – December 2, 2024</b></p>	<p>A staff member whose RSL application submitted pursuant to Article 16, Clause 16.4.2.1 is not being supported by the Department Head, FRSLC, or the Dean shall be provided with a copy of the recommendation not later than the date the Department Head, FRSLC, or the Dean, as the case may be, forwards the recommendation to the committee or person next considering the RSL application.</p> <p>A staff member may appeal the Department Head’s recommendation to the FRSLC concerning the RSL application. The appeal shall be in writing and must be received by the FRSLC with one (1) week of the date the Department Head forwards the recommendation concerning the application to the FRSLC. The staff member shall forward a copy of the appeal to the Department Head not later than the date the appeal is submitted to the FRSLC.</p> <p>FRSLC’s shall forward their recommendations respecting RSL’s to the respective Deans.</p> <p>A staff member may appeal the FRSLC recommendation to the Dean or equivalent concerning the RSL application. The appeal shall be in writing and must be received by the Dean within one (1) week of the date the FRSLC forwards its recommendation to the Dean. The staff member shall forward a copy of the appeal to the FRSLC not later than the date that appeal is submitted to the Dean.</p>	<p>16.4.3</p> <p>16.22.1</p> <p>16.7</p> <p>16.22.2</p>

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<b>By December 16, 2024</b>	The Dean will review the applications and recommendations from the FRSLC and will approve/deny the leave.	Administrative Deadline
<b>By January 15, 2025 or as soon as possible</b>	The Dean's decision respecting individual RSL applications shall be communicated in writing to the staff member and the Department Head by January 15 following the date of application, or as soon as possible thereafter.	16.8.1
<b>Within five workdays of the date the Dean advises the staff member of the decision</b>	A staff member may appeal the decision of the Dean or equivalent not to recommend approval of the RSL application or the Dean's decision to cancel the approved RSL (except when the Dean's decision is taken pursuant to Article 16, Clause 16.6) to the Provost and Vice-President (Academic). The appeal shall be in writing, with a copy provided to the Dean, and must be received by the Provost with five workdays of the date the Dean advises the staff member in writing that the RSL application is not recommended for approval or takes action to cancel an approved RSL.	16.22.3
<b>No later than March 31<sup>st</sup>, 2025</b>	The Governors shall provide the Association with a report by March 31 of every year including the number of applicants for research and scholarship leave, and the number of applications approved for research and scholarship leave. For departmentalized faculties, the report will include the departments of each applicant.	11.23
<b>No later than March 31st, 2025 (earlier if possible)</b>	<p>If an academic staff member is interested in retirement at the conclusion of their research and scholarship leave or administrative leave, they must submit a separate notice of retirement to the Dean, as early as possible, but usually after the time the research and scholarship leave or administrative leave is approved and no later than three months before the commencement of the leave (i.e. they have to signal they are going to retire before they go on leave).</p> <p>Where an academic staff member wishes to provide notice of retirement after the deadlines set out above, they may make a request to the Dean to do so, and approval of such request will not be unreasonably denied.</p>	16.21.1 and 16.21.1.3
<b>Within 3 months of return from leave</b>	<p>Within three (3) months of the date on which the RSL expires, an academic staff member is required to submit a written report to the Dean which provides an outline of the staff member's activities during the RSL period.</p> <p>A written report is not required after completing a terminal RSL.</p>	16.20(b)